User Guide

FS-C1020MFP

KYOCERA

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User Guide

Guide to the Machine

This chapter provides basic information about the product and this manual.

Getting Started

This chapter describes procedures for installing and configuring the machine, connecting options to the machine, and handling paper.

Using the Printer Function

This chapter describes the printer functions.

Using the Copier Function

This chapter describes the copier functions.

Using the Scanner Function

This chapter describes the scanner functions.There are two scanning methods: scanning using the control panel and scanning from the computer (TWAIN scanning).

Using the Fax Function

This chapter describes the fax functions.

Configuring the Machine Using the Control Panel

This chapter describes how to configure and adjust the machine's operational settings using the control panel.The machine can be operated using its default, but the configuration can be changed depending on the needs of the user. Changes to settings are stored even if the machine is turned off.

Configuring the Machine Using Web Browser

You can check the machine's status or change its settings by accessing the machine directly using Web Browser.

Troubleshooting

This chapter provides a guide for solving problems in operating the machine.

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This chapter describes how to maintain the machine.

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Using the HTML Manuals

This page explains how to use the HTML manuals.

Sample screenshots are used.

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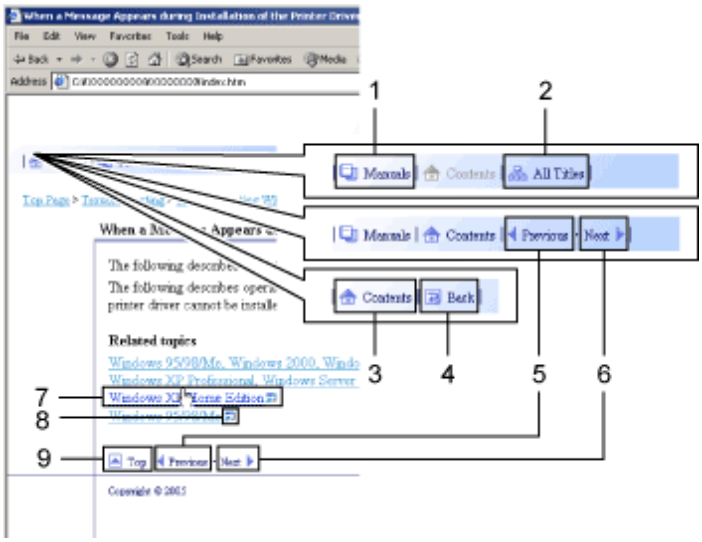

1	Manuals	Click this to display the Top Page.
2	All Titles	Displays a list including the manual's all titles.
3	Contents	Displays the manual's contents.
4	Back	Returns you to the preceding page.
5	Previous	Takes you to the previous page (according to title order).
6	Next	Takes you to the next page (according to title order).
7	Windows XP Home Edition	Takes you to the corresponding HTML page. (Underlines indicate hyperlinks.)
8		Opens the corresponding page in a new window.
9	Top	Takes you to the top of the current page.

If the page contains references, they appear at the bottom of the page.

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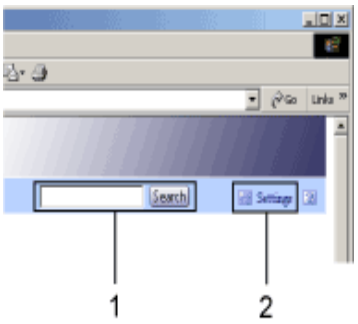
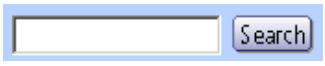
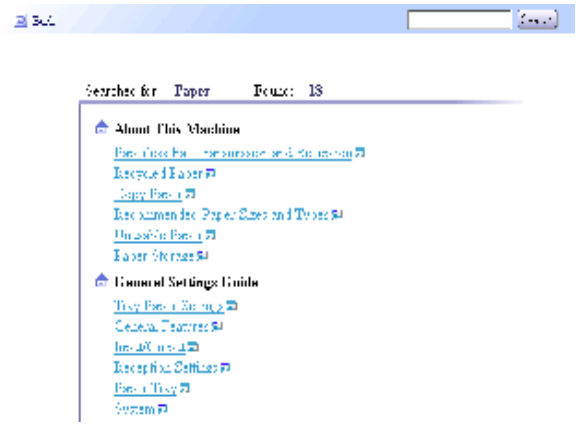
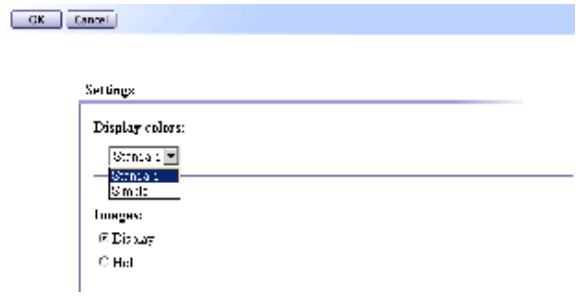
Useful Functions



1		Use keywords to search for items you want to query. Combined searching via multiple keywords is not possible. Search results including a keyword's synonyms are also displayed. When searching in the Top Page, search results from all manuals are displayed. 
2		You can change the colour of the display screen and hide procedure illustrations. Click [OK]to apply changes. 

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Symbols

This manual uses the following symbols:

⚠WARNING	Indicates important safety notes. Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information".
⚠CAUTION	Indicates important safety notes. Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information".
Important	Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.
Note	Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.
Reference	This symbol is located at the end of sections. It indicates where you can find further relevant information.
[ ]	Indicates the names of keys and buttons.

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Introduction

Thank you very much for choosing this product.

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine. Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the "Safety Information" before using the machine.

Related topics

Trademarks

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The proper names of the Windows operating systems are as follows:

- The product names of Windows 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Advanced Server
- The product names of Windows XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Vista are as follows:
  Microsoft® Windows Vista® Ultimate
  Microsoft® Windows Vista® Enterprise
  Microsoft® Windows Vista® Business
  Microsoft® Windows Vista® Home Premium
  Microsoft® Windows Vista® Home Basic
- The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
  Microsoft® Windows Server® 2003 Web Edition
  Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
  Microsoft® Windows Server® 2003 R2 Standard Edition
  Microsoft® Windows Server® 2003 R2 Enterprise Edition
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- The product names of Windows Server 2008 are as follows:
  Microsoft® Windows Server® 2008 Standard
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Note

- PostScript 3 in this manual stands for "Adobe PostScript 3 Emulation".

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1. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.
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Manuals for This Machine

Read the relevant manual for your purposes.

Safety Information

Provides information on safe usage of this machine.

To avoid injury and prevent damage to the machine, be sure to read this.

Quick Installation Guide

Contains procedures for removing the machine from its box and connecting it to a computer.

Driver Installation Guide

Provides information about installing drivers and software to use this machine.

Scanning and Faxing Guide

Provides information about installation and operation for using the machine's scanner and fax functions. Details not covered in this manual can be found in User Guide.

User Guide

Provides information about general operation and covers the topics listed below.

- Installing options
- Suitable paper types
- Procedures to use the printer, copier, scanner, and fax functions
- Configuring the machine
- Troubleshooting problems and fixing paper jams
- Replacing consumables
- Checking the status of the machine using Web Browser
- Information about maintenance

This manual is stored in the CD-ROM supplied with the machine.

Quick Guide

Provides information about troubleshooting and basic operations for making photocopies, scanning, and sending faxes.

This manual is stored in the CD-ROM supplied with the machine.

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Machine Types

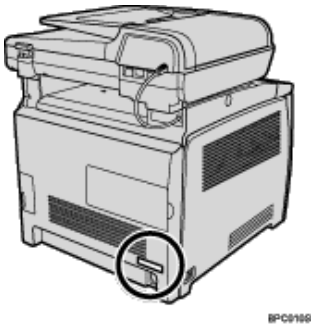
Model types

The 120V symbol is used for information that is relevant only to the 120 V model machine, and the 220-240V symbol is used for information that is relevant only to the 220 to 240 V model machine.

Checking the model of your machine

To identify the model of your machine, do the following:

- Check the label on the rear of your machine for the voltage rating.



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How to Read This Manual

Related topics

Symbols

Notes

Web Browser

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Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

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Notes

Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual.

Some illustrations in this manual might be slightly different from the machine.

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Web Browser

Web Browser in this manual represents COMMAND CENTER.

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Feature Highlights

This section provides information about basic usage and some useful functions of the machine.

Important

- Certain functions require special machine configuration.

Related topics

Using the Machine as a Printer

Using the Machine as a Copier

Using the Machine as a Scanner

Using the Machine as a Fax Machine

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Using the Machine as a Printer

To use this machine as a printer, two types of connection method are available:

- USB connection
- Network connection

Related topics

Connecting via USB

Connecting via a network

Printing confidential documents

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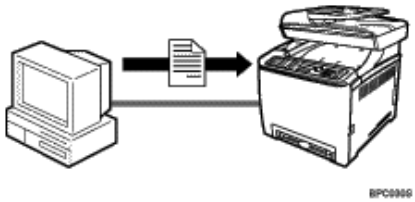
Connecting via USB

You can connect this machine directly to a computer using a USB cable.



Preparation for printing via USB

To use this machine as a printer via USB connection:

1. Connect the machine to a computer using a USB cable, and install the printer driver on the computer.

   For details, see Connecting with USB Cable and Driver Installation Guide.

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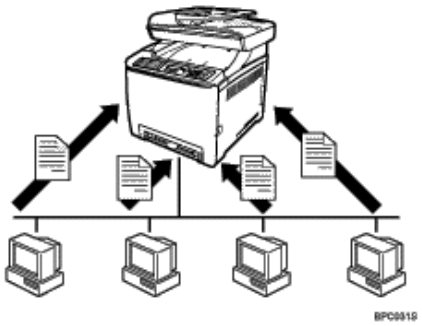
Connecting via a network

You can connect this machine to a network and use it as a network printer.



Preparation for printing via a network

To use this machine as a printer via network connection:

1. Connect the machine to a network.
   For details, see Connecting with Network Cable.
2. Configure the machine for network connection.
   For details, see Configuring the IP Address Settings.
3. Install the printer driver on a computer.
   For details, see Driver Installation Guide.

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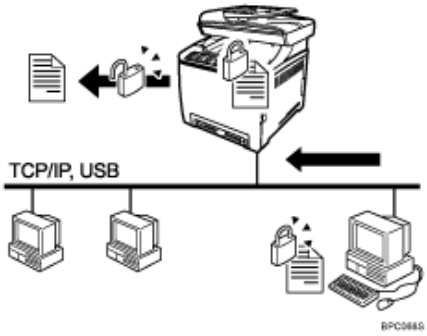
Printing confidential documents

If you use the Locked Print function, you can password protect your print job. This means that your job is printed only after you enter the password using the machine's control panel.

This function prevents unauthorized users seeing sensitive documents at the printer.

Important

- This function is only available when using the PCL printer driver, and printing from a computer running a Windows operating system.



Printing confidential documents

1. Use the printer driver to send a print job as a Locked Print file from a computer.
   For details, see Storing a Locked Print file.
2. Enter the password using the control panel to print the file.
   For details, see Printing a Locked Print file.

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Using the Machine as a Copier

This section describes some useful functions of this machine when used as a copier.

Related topics

Making enlarged or reduced copies

Copying multiple pages onto a single sheet of paper

Copying both sides of an ID card onto one side of paper

Making 2-sided copies

Sorting the output paper

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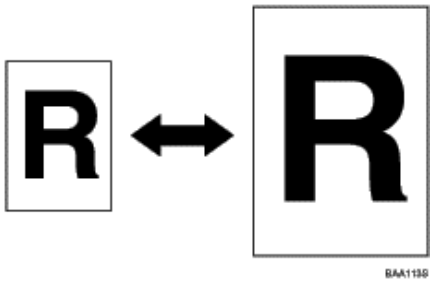
Making enlarged or reduced copies

This machine has preset ratios for scaling originals, to make it easy to convert documents between different standard sizes.



Preparation for making enlarged or reduced copies

To always enlarge or reduce copies:

1. Configure the machine's default [Reduce/Enlarge] setting.
   For details, see Copy Settings.

To use this function for the current job only:

1. Configure the setting using the [Reduce/Enlarge] key before starting the current job.
   For details, see Making Enlarged or Reduced Copies.

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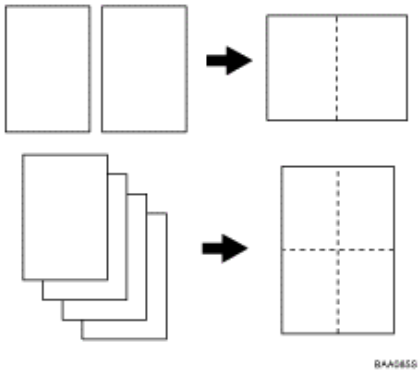
Copying multiple pages onto a single sheet of paper

You can copy multiple pages of an original onto a single sheet of paper.

Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



You can either set this machine to always make photocopies in 2-in-1 or 4-in-1 mode, or use this function only when necessary.

Preparation for copying multiple images

To always make photocopies in 2-in-1 or 4-in-1 mode:

1. Configure the machine's default [Reduce/Enlarge] setting.
   For details, see Copy Settings.

To use this function for the current job only:

1. Configure the setting using the [Reduce/Enlarge] key before starting the current job.
   For details, see Copying Two or Four Pages onto One Sheet.

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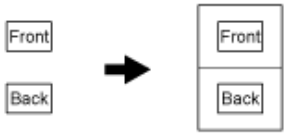
Copying both sides of an ID card onto one side of paper

You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

Important

- This function is only available when the original is set on the exposure glass, not when it is set in the ADF.



BPC006S

You can either set this machine to always make photocopies in ID card copy mode, or use this function only when necessary.

Preparation for copying an ID card

To always make photocopies in ID card copy mode:

1. Configure the machine's default [Reduce/Enlarge] setting.
   For details, see Copy Settings.

To use this function for the current job only:

1. Configure the setting using the [Reduce/Enlarge] key before starting the current job.
   For details, see Copying Both Sides of an ID Card onto One Side of Paper.

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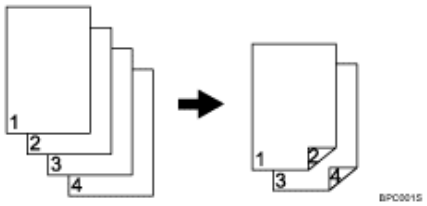
Making 2-sided copies

You can make 2-sided copies by copying single-sided documents onto the front and back sides of the paper.

Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



Change the machine's default setting to apply 2-sided copying.

Preparation for making 2-sided copies

1. Configure the [Duplex Copy] setting under copy settings.
   For details, see Making 2-sided Copies.

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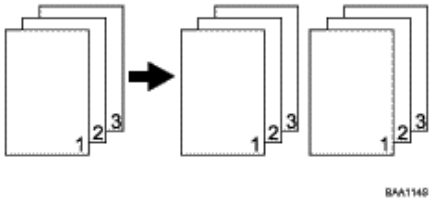
Sorting the output paper

When making multiple copies of multiple pages, you can configure the machine to sort the output pages into sets.

Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



Preparation for sorting the output paper

1. Enable the [Sort] setting under copy settings.
   For details, see Copy Settings.

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Using the Machine as a Scanner

There are two scanning methods: scanning from the computer (TWAIN scanning) and scanning using the control panel.

Scanning from the computer

TWAIN scanning allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning can be performed using a TWAIN-compliant application.

TWAIN scanning is available with both USB and network connections.

Scanning using the control panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder).

Scanning using the control panel is available with network connection only.

Note

- The machine supports WIA scanning, an additional method of scanning originals from your computer, for USB connection.

  WIA scanning is possible if your computer is running Windows operating system and a WIA-compatible application. For more information, see the manual for your application.

Related topics

Scanning from a computer

Sending scanned files via e-mail

Sending scanned files to an FTP server

Sending scanned files to a computer's shared folder

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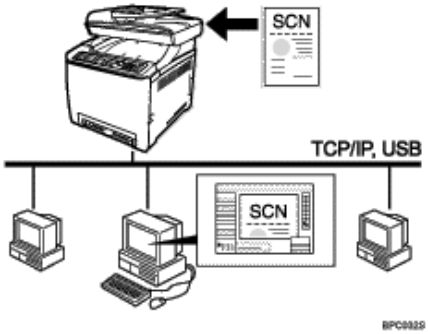
Scanning from a computer

You can operate the machine from your computer and scan originals into your computer directly.



Preparation for scanning from a computer with USB connection

1. Connect the machine to the computer using a USB cable, and install the scanner driver on the computer.

   For details, see Connecting with USB Cable and Driver Installation Guide.
2. If a TWAIN-compliant application is not installed on the computer, install a TWAIN-compliant application.

Preparation for scanning from a computer with network connection

1. Connect the machine to the network.

   For details, see Connecting with Network Cable.
2. Configure the IP address, subnet mask, and gateway address using the control panel.

   For details, see Configuring the IP Address Settings.
3. Install the scanner driver on the computer.

   For details, see Driver Installation Guide.
4. If a TWAIN-compliant application is not installed on the computer, install a TWAIN-compliant application.

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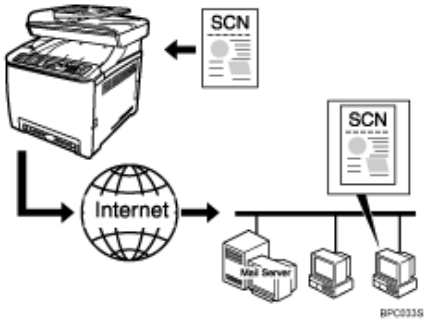
Sending scanned files via e-mail

You can send scanned files via e-mail using the control panel.



Preparation for sending scanned files via e-mail

1. Connect the machine to the network.
   For details, see Connecting with Network Cable.
2. Configure the IP address, subnet mask, and gateway address using the control panel.
   For details, see Configuring the IP Address Settings.
3. Configure the DNS and SMTP settings using Web Browser.
   For details, see Configuring the DNS Settings and Configuring the SMTP Settings.
4. Register the destinations to the Address Book using Web Browser.
   For details, see Registering Scan Destinations.

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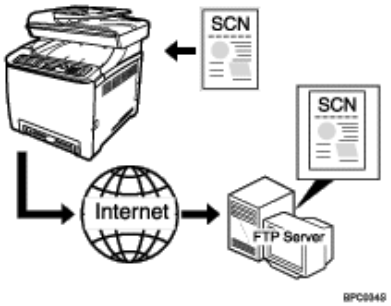
Sending scanned files to an FTP server

You can send scanned files to an FTP server using the control panel.



Preparation for sending scanned files to an FTP server

1. Connect the machine to the network.
   For details, see Connecting with Network Cable.
2. Configure the IP address, subnet mask, and gateway address using the control panel.
   For details, see Configuring the IP Address Settings.
3. Register the destinations to the Address Book using Web Browser.
   For details, see Registering Scan Destinations.

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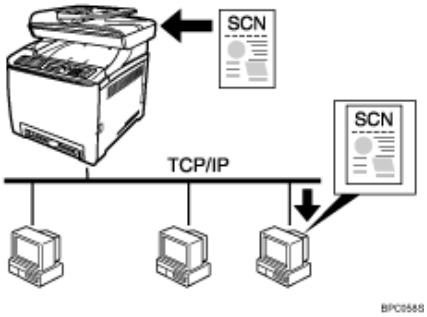
Sending scanned files to a computer's shared folder

You can send scanned files to the shared folder of a computer on a network using the control panel.



Preparation for sending scanned files to a computer's shared folder

1. Connect the machine to the network.
   For details, see Connecting with Network Cable.
2. Configure the IP address, subnet mask, and gateway address using the control panel.
   For details, see Configuring the IP Address Settings.
3. Create a destination folder on the computer's hard disk drive, and configure it as a shared folder.
   For details, see your operating system's documentation.
4. Register the destinations to the Address Book using Web Browser.
   For details, see Registering Scan Destinations.

Note

- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.

Reference

- For details about the DNS settings, see Configuring the DNS Settings.

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Using the Machine as a Fax Machine

This section describes basic procedures for using this machine as a fax machine.

Related topics

Using as a fax machine

Using the machine with an external telephone

Sending faxes from a computer (LAN-Fax)

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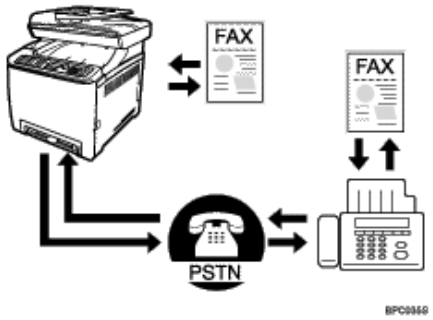
Using as a fax machine



Preparation for using as a fax machine

1. Connect the machine to the telephone line.
   For details, see Connecting to a Telephone Line.
2. Configure the telephone network settings.
   For details, see Configuring Telephone Network Settings.
3. Configure the time and date.
   For details, see Setting the Date and Time.
4. Register the destinations to the Address Book using the control panel or Web Browser.
   For details, see Registering Fax Destinations.

Note

- Make sure to register the user fax number and user name during Initial Setup. For details, see Initial Setup.

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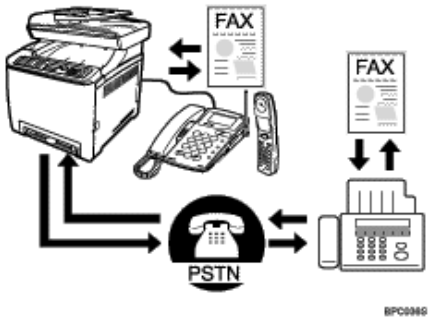
Using the machine with an external telephone

You can use this machine as a fax machine and also use the same telephone line for voice calls.



Preparation for using the machine with an external telephone

1. Connect an external telephone to the machine.
   For details, see Connecting to a Telephone Line.
2. Select the fax reception mode.
   For details, see Receiving a Fax.

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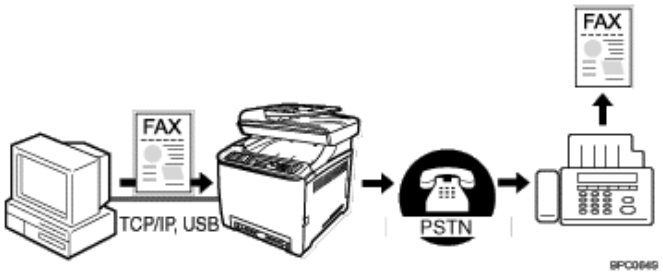
Sending faxes from a computer (LAN-Fax)

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Important

- This function is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008. Mac OS X does not support this function.



Preparation for sending faxes from a computer connected via USB

1. Connect the machine to a computer using a USB cable.
   For details, see Connecting with USB Cable.
2. Install the LAN-Fax driver on the computer.
   For details, see Driver Installation Guide.
3. Register LAN-Fax destinations in the LAN-Fax Address Book.
   For details, see Configuring the LAN-Fax Address Book.

Preparation for sending faxes from a computer connected via network

1. Connect the machine to the network.
   For details, see Connecting with Network Cable.
2. Specify the network settings, such as the machine's IP address.
   For details, see Configuring the IP Address Settings.
3. Install the LAN-Fax driver on the computer.
   For details, see Driver Installation Guide.
4. Register LAN-Fax destinations in the LAN-Fax Address Book.
   For details, see Configuring the LAN-Fax Address Book.

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Guide to Components

This section lists the names and functions of the parts of this machine.

Related topics

Exterior: Front View

Exterior: Rear View

Interior

Control Panel

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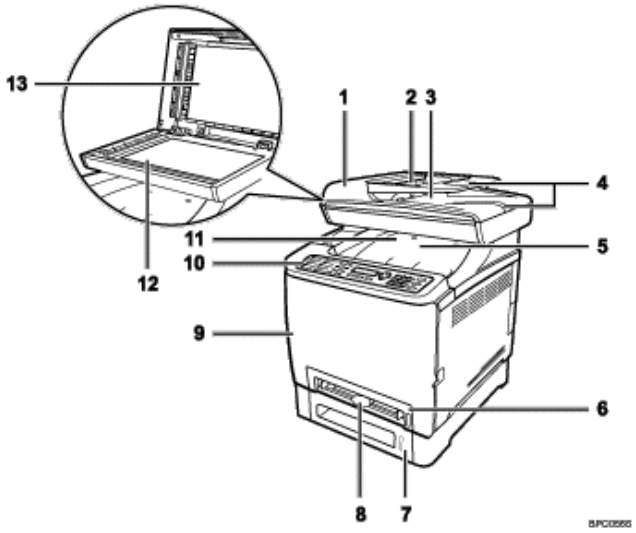
Exterior: Front View



1. **ADF (Auto document feeder) Cover**

   Open this cover to remove originals jammed in the ADF.

2. **Input Tray for the ADF**

   Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper.

3. **Output Tray for the ADF**

   Originals scanned with the ADF are output here.

4. **Extender for the ADF Trays**

   Extend these when placing paper longer than A4 in the input tray for ADF.

5. **Top Cover**

   Open this cover to replace the print cartridges.

6. **Tray 1**

   This tray can hold up to 250 sheets of plain paper.

7. **Tray 2 (option)**

   This tray can hold up to 500 sheets of plain paper.

8. **Bypass Tray**

   Load paper here sheet by sheet.

9. **Front Cover**

   Open this cover to replace the waste toner bottle or remove jammed paper.

10. **Control Panel**

    Contains a screen and keys for machine control.

11. **Output Tray**

    Printed paper is output here. Up to 150 sheets of plain paper can be stacked here.

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12. **Exposure Glass**

    Place originals here sheet by sheet.

13. **Cover for the Exposure Glass**

    Open this cover to place originals on the exposure glass.

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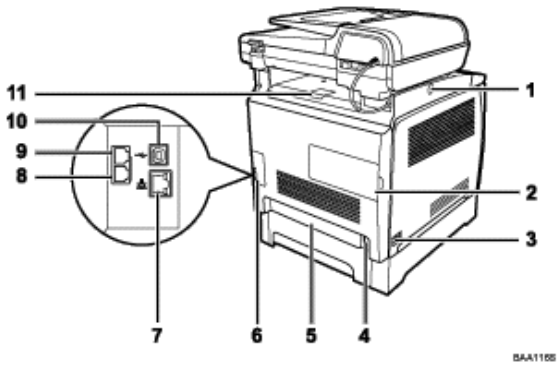
Exterior: Rear View



1. **Button for Sliding the ADF**

   Press to slide the ADF towards the rear of the machine and hold it in that position, if paper output to the output tray is difficult to retrieve.

2. **Memory Cover**

   Remove this cover to install the optional memory unit.

3. **Power Switch**

   Use this switch to turn the power on or off.

4. **Power Socket**

   For connecting the power cord to the machine.

5. **Rear Cover**

   Remove this cover when loading paper longer than A4 in tray 1.

6. **Cable Cover**

   Remove this cover when connecting cables to the machine.

7. **Ethernet Port**

   For connecting the machine to the network using a network interface cable.

8. **G3 (analog) Line Interface Connector**

   For connecting a telephone line.

9. **External Telephone Connector**

   For connecting an external telephone.

10. **USB Port**

    For connecting a USB cable.

11. **Stop Fences**

    Raise this fence to prevent paper falling off when printing a large amount of paper at a time. The fence can be adjusted at the A4/Letter or Legal size position.

Note

- Slide the ADF as shown below. Slide the ADF only when the ADF is closed. Be careful not to trap your fingers when sliding.

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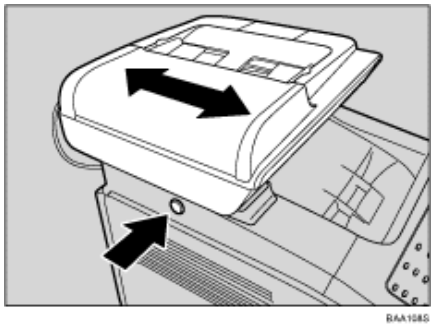
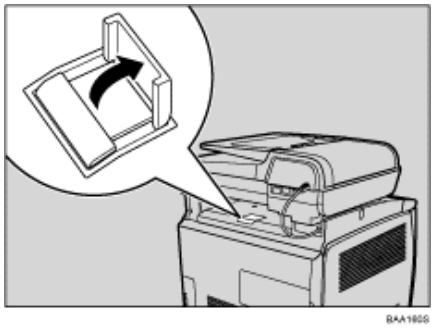
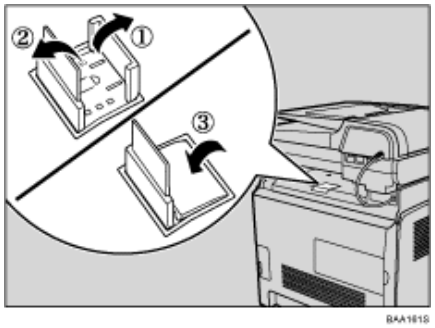


- Raise the fence as shown below to prevent A4- or Letter-size prints from falling off.



- Raise the fence as shown below to prevent Legal-size prints from falling off.



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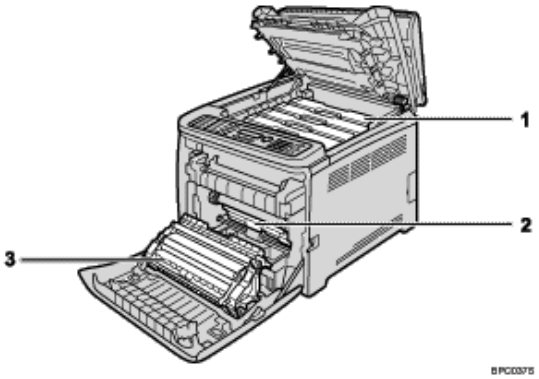
Interior



1. **Print Cartridges**

   Load from the machine rear, in the order of cyan (C), magenta (M), yellow (Y), and black (K). Messages appear on the screen when print cartridges need to be replaced, or new ones need to be prepared.

2. **Waste Toner Bottle**

   Collects excess toner during printing. Messages appear on the screen when the waste toner bottle needs to be replaced, or a new one needs to be prepared.

3. **Transfer Unit**

   Remove this unit when replacing the waste toner bottle.

Reference

- For details about the messages that appear on the screen when consumables need to be replaced, see Error and Status Messages on the Screen.

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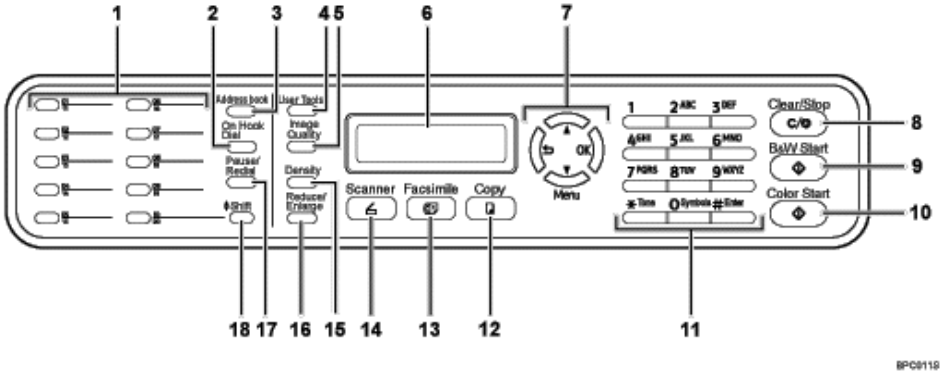
Control Panel

This section describes the names and usage of the parts of the control panel.

Important

- The actual control panel may look different from the illustration below, depending on the country of use.



1. **One Touch Buttons**

   Press to select a scan or fax destination using entries registered as Quick Dial in the Address Book.

2. **[On Hook Dial] key**

   Press to use on-hook dialing to check the destination's status when sending a fax.

3. **[Address book] key**

   Press to specify destinations from the entries in the Address Book when sending a fax or scanned file.

4. **[User Tools] key**

   Press to display the menu for configuring the machine's system settings.

5. **[Image Quality] key**

   Press to select scan quality for the current job.

   - Copier mode: select Text, Photo, or Mixed.
   - Scanner mode: select the resolution.
   - Fax mode: select Standard, Fine, or Photo.

6. **Screen**

   Displays current status and messages.

7. **Menu keys**

   Press any of these four keys to display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

   - [⮌] key

     Press to exit to the previous level of the menu tree.

   - [▲][▼] keys

     Press to scroll through the current level of the menu tree. When entering characters, press the [▲] or [▼] key to move the cursor left or right, respectively.

   - [OK] key

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Press to confirm settings or enter the next level of the menu tree.

8. **[Clear/Stop] key**
   - While the machine is processing a job: press to cancel the current job.
   - While configuring the machine: press to cancel the current setting and return to standby mode.
   - While in standby mode: press to cancel temporary settings such as image density or resolution.
9. **[B&W Start] key**

   Press to scan or copy in black and white, or start sending a fax.
10. **[Color Start] key**

    Press to scan or copy in color.
11. **Number keys**

    Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.
12. **[Copy] key**

    Press to switch to copier mode. The key stays lit while the machine is in copier mode.
13. **[Facsimile] key**

    Press to switch to fax mode. The key stays lit while the machine is in fax mode.
14. **[Scanner] key**

    Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.
15. **[Density] key**

    Press to adjust image density for the current job.
    - Copier mode: select from 5 levels of density.
    - Scanner mode: select from 5 levels of density.
    - Fax mode: select from 3 levels of density.
16. **[Reduce/Enlarge] key**
    - Copier mode: press to specify the reduction or enlargement ratio for the current job.
    - Scanner mode: press to specify the scanning size according to the current original.
17. **[Pause/Redial] key**
    - Pause

      Press to insert a pause in a fax number. The pause is indicated by "P".
    - Redial

      Press to display the last used scan or fax destination.
18. **[Shift] key**

    Press if you want to use Quick Dial entries Nos. 11 to 20 when specifying a scan or fax destination.

Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode.
- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing", "Mono Copying", "Color Copying", or "Processing", wait until the current job is finished.
- A sticker for control panel keys and a name sheet for One Touch buttons may be included, depending on the country of use. If included, apply the stickers appropriate for your language to the control panel. Note that if the control panel is covered with a protective sheet, be sure to remove it before applying the stickers.

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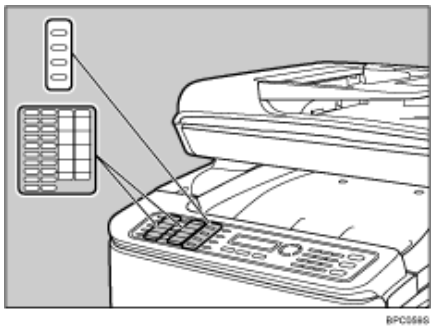

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Installing the Machine

This section describes steps required to install the machine and prepare it for use.

Related topics

Where to Put the Machine

Unpacking

Turning the Power on

Initial Setup

Changing Operation Modes

Saving Energy

Multi-Access

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Where to Put the Machine

The machine's location should be carefully chosen because environmental conditions greatly affect its performance.

⚠WARNING

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- The wall outlet shall be installed near the machine and shall be easily accessible.
- Connect the machine to the power source specified in this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in this manual and extension cords are electric shock or fire hazards.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Machine is not suitable for desk work environments, so place the machine in another room.
- When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

Space Required for Installation

The recommended (minimum) space requirements are as follows:

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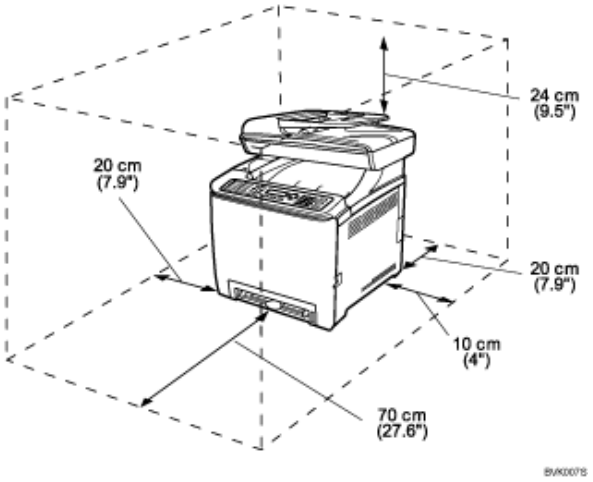
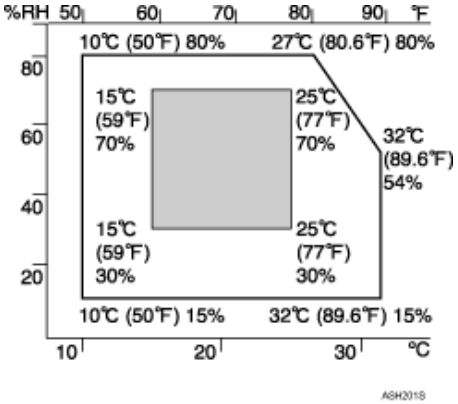


Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



- White area: Permissible Range
- Gray area: Recommended Range

Note

- To avoid build up of ozone, be sure to locate this machine in a large, well ventilated room that has an air turnover of more than 30 m^3/hr/person.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

Environments to Avoid

Important

- Areas exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas that are excessively cold, hot, or humid
- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners
- Areas directly exposed to radiant heat from heaters
- Locations near air conditioners, heaters, or humidifiers
- Locations near other electronic equipment

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- Locations subject to frequent strong vibration

Power Source

Connect the power cord to a power source of the following specification:

- 120V: 120 V, 50/ 60 Hz, 11 A or more (when fully equipped)
- 220-240V: 220-240 V, 50/ 60 Hz, 6 A or more (when fully equipped)

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Unpacking

To protect it from shock and vibration during transit, this machine comes packaged in cushioning foam and secured with tape. Remove these protective materials after bringing the machine to where it will be installed.

⚠WARNING

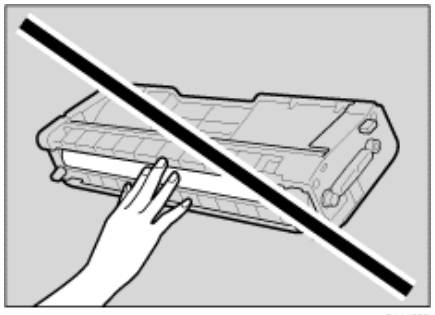
- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire.

⚠CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- When moving the machine, use the inset grips on both sides. The machine will break or cause injury if dropped.

Important

- Removed tape is dirty. Be careful not to let it touch your hands or clothes.
- Leave the protective materials in place while moving the machine.
- Lower the machine slowly and carefully to prevent trapping your hands.
- Do not grip on the tray area when lifting the machine.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Keep uncovered print cartridges away from direct sunlight.
- Do not touch the print cartridge's photo conductor unit.



- Do not touch the ID chip on the side of the print cartridge (the white area in the illustration below).

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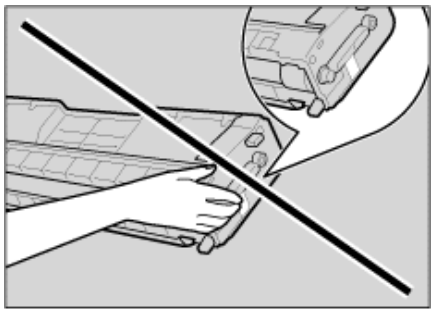
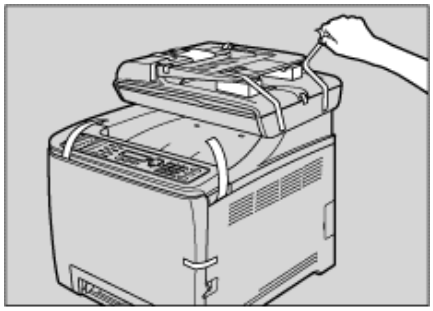
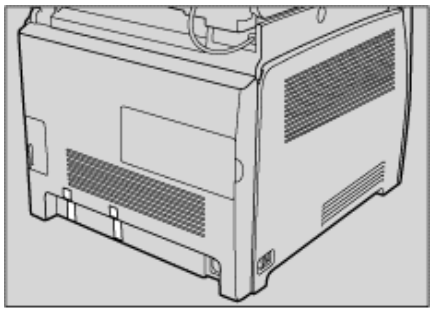


1 **Remove the plastic bag.**

2 **Lift the machine with another person using the inset grips on both sides of the machine.**

3 **Remove the protective materials attached on the machine's exterior. Do not remove tapes going into the inside of the machine.**





The actual machine may come with protective materials attached in different positions. Make sure to check the machine's exterior for all protective materials, and remove them completely.

4 **Open the ADF cover.**

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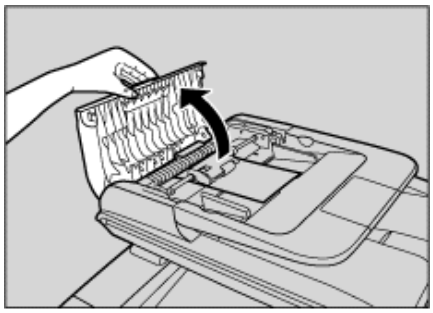
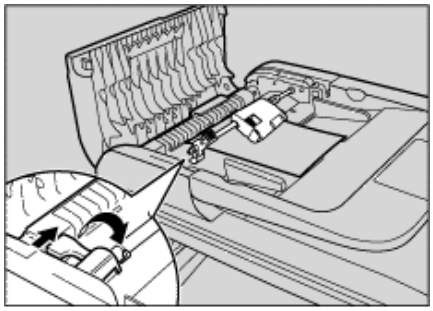
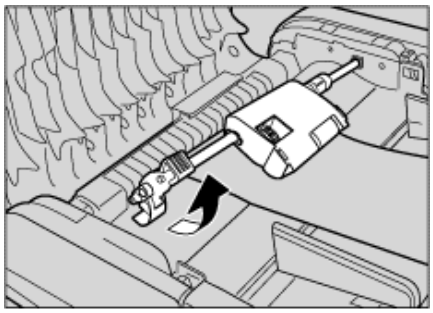


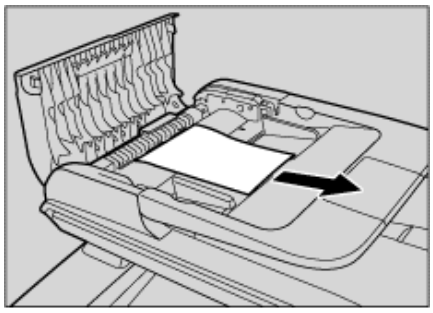
5 **Move the blue lever slightly to the machine rear, and then raise it to unlock the paper feed roller.**



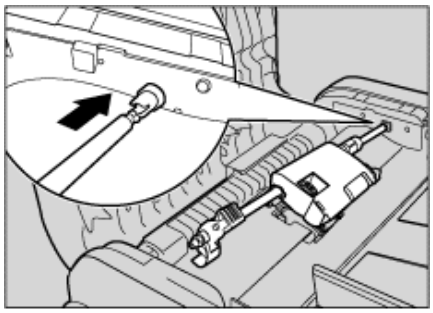
6 **Lift the paper feed roller slightly to remove it.**



7 **Pull the protective sheet to remove it.**



8 **With the roller part facing downwards, insert the tip of the paper feed roller into the opening of the ADF.**



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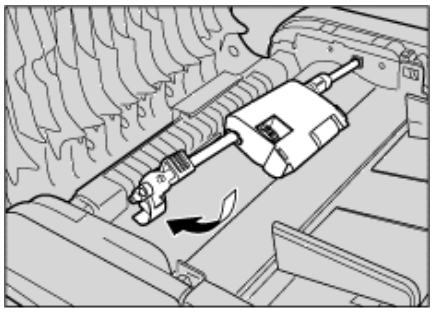
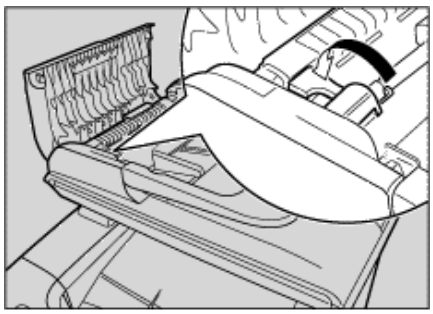
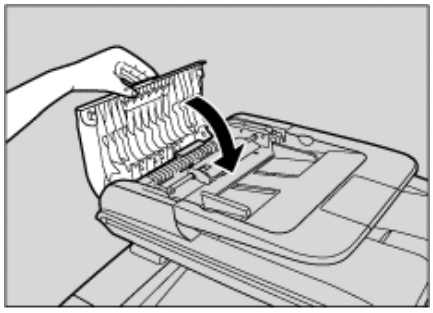
9 **Return the paper feed roller to its original position.**



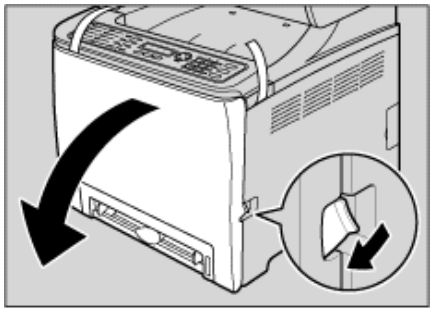
10 **Lower the blue lever to lock the paper feed roller.**



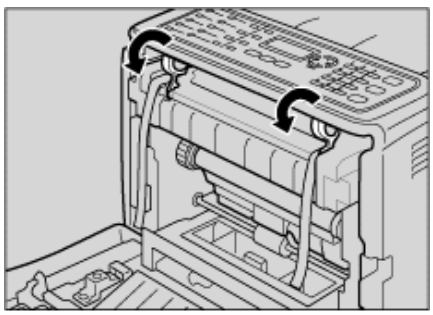
11 **Close the ADF cover.**



12 **Pull the opening lever on the front cover, and then carefully lower the front cover.**



13 **Lower the blue fusing unit levers.**



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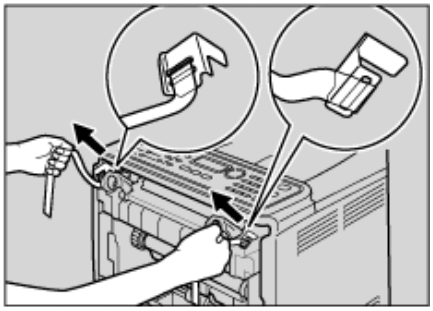
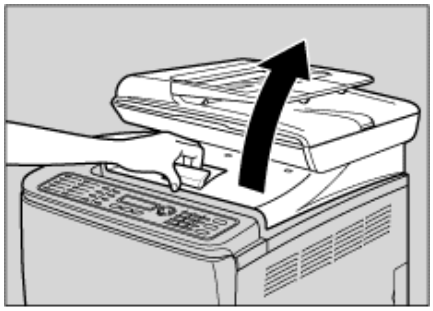
14 **Holding each orange tape near its joint, pull both tapes gently upward and remove them from the machine at the same time.**



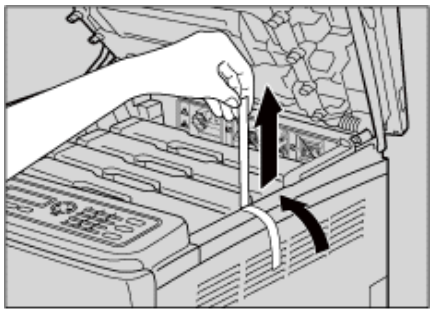
15 **Using both hands, carefully push up the front cover until it closes.**

16 **Pull up the top cover open lever, and then open the top cover carefully.**

Make sure that the ADF is closed.



17 **Remove the protection tapes.**



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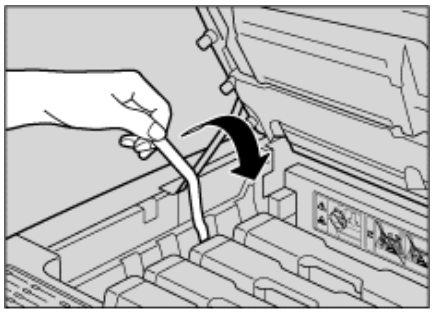
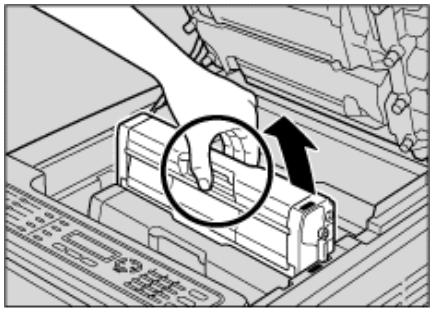
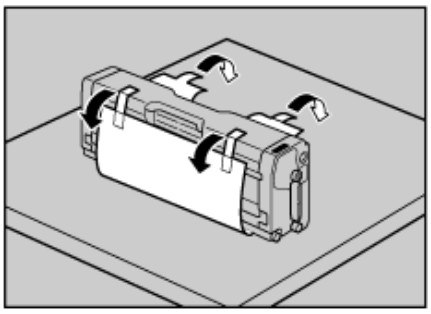


18 Lift out print cartridges and shake them from side to side. The black print cartridge comes with a protection sheet that you must remove before shaking.

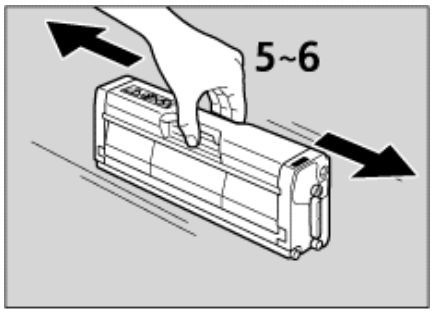
Carefully lift out the print cartridge vertically, holding its center.



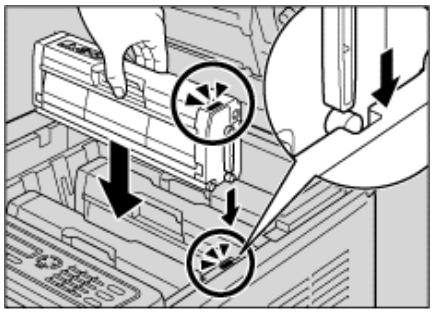
Place the black print cartridge on a flat surface and remove the protection sheet before shaking.



Shake each print cartridge from side to side five or six times.



19 Check the toner color and corresponding location, and then carefully insert the print cartridge vertically.



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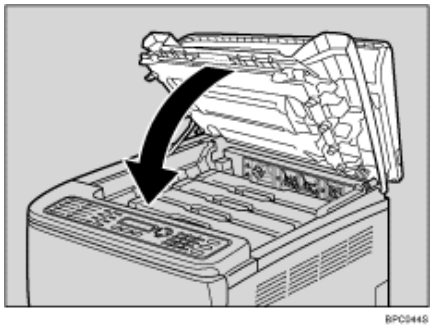
20 **Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.**



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Turning the Power on

This section describes how to turn on the machine.

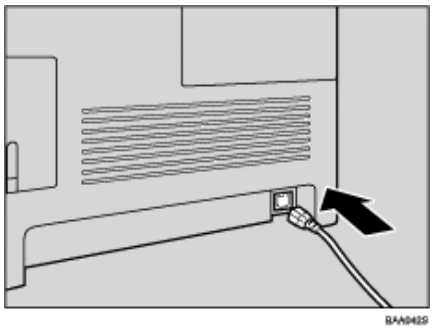
WARNING

- Plug and unplug the power cable with dry hands, or an electric shock could occur.

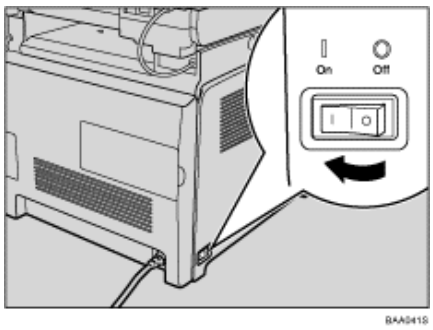
Important

- Make sure that the power cord is plugged securely into the wall outlet before turning the power on.
- Make sure that the power is off when plugging or unplugging the power cord.
- Do not turn off the power switch until initializing is completed. Doing so results in malfunction.

1 Plug in the power cord.



2 Turn the power switch to "| On".



The [Copy] key on the control panel lights up.

Note

- Depending on the [Default Mode] setting under [Admin Settings], the [Facsimile] key may light up instead of the [Copy] key.
- The machine may make a noise while initializing. This noise does not indicate a malfunction.
- To turn off the power, turn the power switch to "○ Off".

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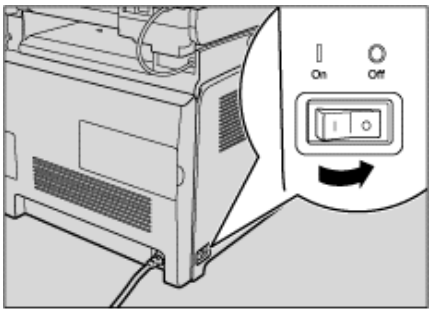

Reference

- For details about [Default Mode], see Administrator Settings.

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Initial Setup

When you turn on the machine for the first time, a menu for configuring the settings described below will appear on the display. This section describes how to complete the Initial Setup.

Important

- 120V: The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Also, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.
- Make sure to select the correct code for the country of use. Selecting the wrong country code may cause failures in fax transmissions.

Display language

The language selected here is used for the display.

User fax number

The number entered here is used as the fax number of the machine. The user fax number can contain 0 to 9, space, and "+".

User name

The name entered here is used as the name of the fax sender.

Country code

The country code selected here is used for configuring the time and date display formats, and the settings related to fax transmissions with appropriate default values for the country of use.

1 Press the [▲][▼] keys to select the required language, and then press the [OK] key.

2 Enter the user fax number (up to 20 characters) using the number keys, and then press the [OK] key.

To enter two 0s successively, press the [▼] key after the first 0.

You must enter at least one character, even if you are not using a fax function.

3 Enter the user name (up to 20 characters) using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select the required country code, and then press the [OK] key.

Note

- You can change the settings configured during the Initial Setup later under [Admin Settings]. In addition, you can set the machine's time and date under [Admin Settings].
- When the [Transmitter Header] setting under fax transmission settings is turned on, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send.

Reference

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- For details about entering characters, see Entering Characters.
- For details about [Admin Settings], see Administrator Settings.
- For details about [Transmitter Header], see Fax Transmission Settings.

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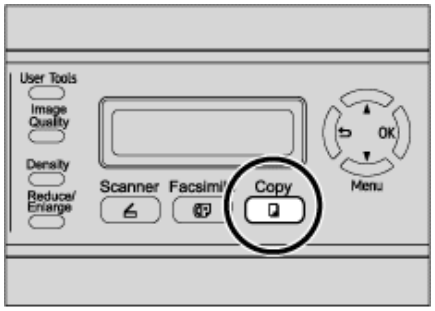
Changing Operation Modes

You can switch between copier, scanner, and fax modes by pressing the corresponding keys.

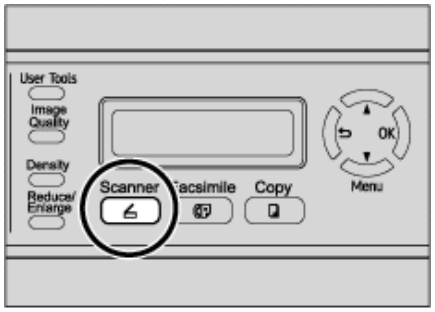
Copier mode

Press the [Copy] key to activate copier mode. While in copier mode, the [Copy] key lights up.



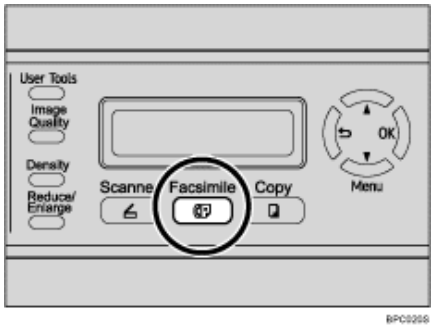
Scanner mode

Press the [Scanner] key to activate scanner mode. While in scanner mode, the [Scanner] key lights up.



Fax mode

Press the [Facsimile] key to activate fax mode. While in fax mode, the [Facsimile] key lights up.



Function Priority

By default, copy mode is selected when the machine is turned on, or if the preset [Auto Clear] time passes with no operation while the initial screen of the current mode is displayed. You can change the selected mode using [Default Mode] under [Admin Settings].

Reference

- For details about [Auto Clear] or [Default Mode], see Administrator Settings.

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Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. If the machine has been idle for a certain period of time, the machine automatically enters Energy Saver mode.

The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [Copy], [Color Start], or [B&W Start] key is pressed.

Energy Saver mode 1

If [EnergySaverMode1] under [Admin Settings] is enabled, the machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. When the machine is in Energy Saver mode 1, the backlight of the screen is turned off and "EnergySaverMode1" appears on the screen. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Energy Saver mode 2

If [EnergySaverMode2] under [Admin Settings] is enabled, the machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. When the machine is in Energy Saver mode 2, the backlight of the screen is turned off and "EnergySaverMode2" appears on the screen. Power consumption is lower in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Note

- If the machine is in Energy Saver mode 2 for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance.

Reference

- For details about [Power Saver], see Administrator Settings.

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Multi-Access

This machine can perform multiple jobs using different functions, such as copying and faxing, at the same time. Performing multiple functions simultaneously is called "Multi-Access".

The following table shows the functions that can be performed simultaneously.

Current job	Job that you want to execute simultaneously
Copy	• Fax memory transmission • Fax memory reception • Receiving a print job from a computer (the actual printing starts after copying is finished)
Scan	• Fax memory transmission • Fax memory reception • Immediate fax printing • Printing a fax received in the machine's memory • Print*1
Print	• Fax memory reception • Fax memory transmission • Immediate fax transmission*2 • Storing a document to be faxed into the machine's memory before transmission*2 • Scan*2
Fax memory transmission (sending a fax that has already been stored in the machine's memory)	• Copy • Scan • Print • Storing a document to be faxed into the machine's memory before transmission • Printing a fax received in the machine's memory
Fax memory reception (storing a received fax into the machine's memory)	• Copy • Scan • Print • Storing a document to be faxed into the machine's memory before transmission • Printing a fax received in the machine's memory

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Storing a document to be faxed into the machine's memory before transmission	• Fax memory transmission • Fax memory reception • Immediate fax printing • Printing a fax received in the machine's memory • Print*1
Immediate fax transmission (scanning an original and sending it simultaneously)	• Printing a fax received in the machine's memory • Print*1
Printing a fax received in the machine's memory	• Fax memory reception • Fax memory transmission • Fax immediate transmission • Scan*3 • Storing a document to be faxed into the machine's memory before transmission
Immediate fax printing (receiving a fax and printing it simultaneously)	• Scan*3 • Storing a document to be faxed into the machine's memory before transmission

*1 Printing starts after scanning is finished if [Gradation] is set to [Standard] or [Fine] (PCL printer driver), or [Print Quality] in [Printer Features] is set to [High Quality] or [Best Quality] (PostScript 3 printer driver).

*2 Scanning is not possible if [Gradation] is set to [Standard] or [Fine] (PCL printer driver), or [Print Quality] in [Printer Features] is set to [High Quality] or [Best Quality] (PostScript 3 printer driver).

*3 Fax printing may take longer than normal if you scan using the control panel at the same time, especially when scanning multiple pages using the exposure glass.

Note

- If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished.

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Connecting the Machine

This section describes connecting the machine to a computer and a telephone line.

Related topics

Connecting with USB Cable

Connecting with Network Cable

Connecting to a Telephone Line

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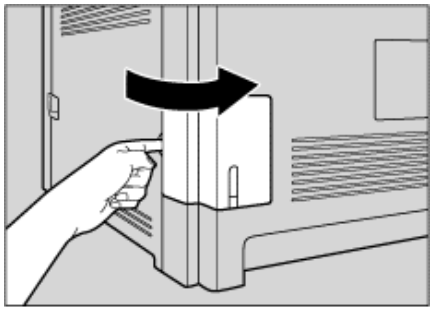
Connecting with USB Cable

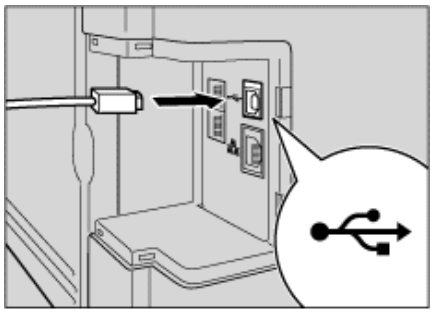
Important

- USB 2.0 interface cable is not supplied. Obtain a USB cable that is correct for the computer you are using.

1 Remove the cable cover.

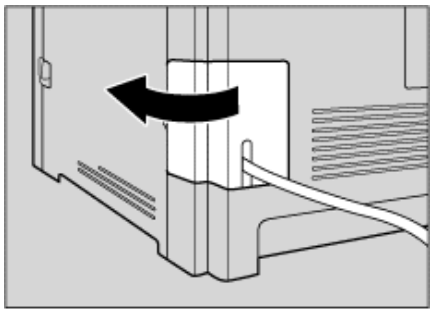


2 Connect the square-shaped connector of the USB 2.0 cable to the USB port.



3 Connect the opposite end's flat connector to your computer's USB interface or USB hub.

4 Attach the cable cover.



Reference

- For details about installing printer drivers for USB connection, see Driver Installation Guide.

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Connecting with Network Cable

⚠CAUTION

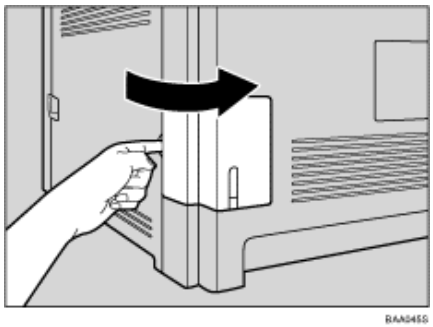
- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock.

Follow the procedure below to connect the machine to a computer through a network. Prepare the hub and other network devices before connecting the 10BASE-T or 100BASE-TX cable to the machine's Ethernet port.

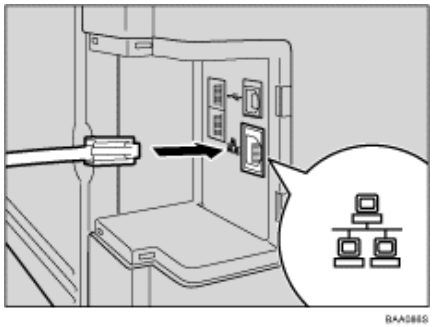
Important

- Use shielded Ethernet cable. Unshielded cables create electromagnetic interference that could cause malfunctions.
- The Ethernet cable is not supplied with this machine. Select your cable according to the network environment.

1 Remove the cable cover.



2 Connect the Ethernet cable to the Ethernet port.



3 Connect the other end of the cable to the network (e.g., a network hub).

4 Attach the cable cover.

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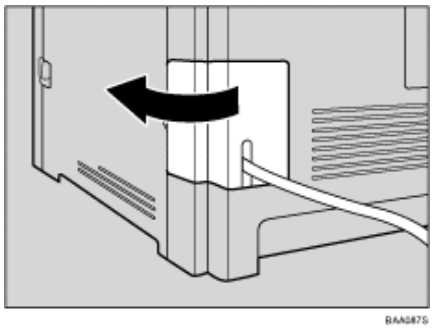

Reference

- For details about network environment settings, see Configuring the IP Address Settings.
- For details about installing printer drivers for network connection, see Driver Installation Guide.

Related topics

Reading the LED lamps

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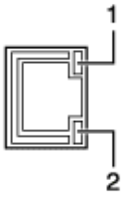
Reading the LED lamps



BAA088S

1. Yellow: Flashes when 100BASE-TX or 10BASE-T is being used.
2. Green: Lights up when the machine is properly connected to the network.

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Connecting to a Telephone Line

You can connect the machine to the public switched telephone network (PSTN) directly or through a private branch exchange (PBX).

Also, you can connect an external telephone to use the same telephone line for voice calls.

⚠CAUTION

- 120V: To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

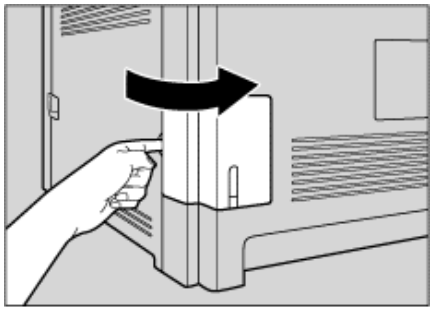
- 120V: Pour réduire le risque d'incendie, utilisez uniquement des No. 26 AWG ou plus grand cordon de télécommunication.

Important

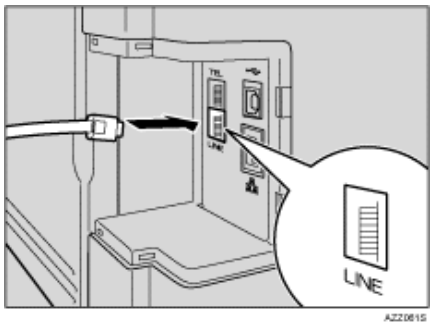
- 120V: By law in the United States, you must program your phone number identification (your fax number) into your machine before you can connect to the public phone system.

- Make sure the connector is the correct type before you start.

1 Remove the cable cover.



2 Connect a telephone line cord to LINE.



3 If using an external telephone, connect the telephone to TEL.

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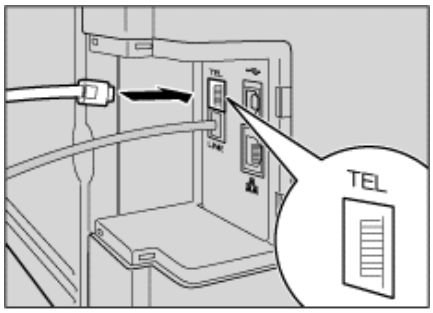
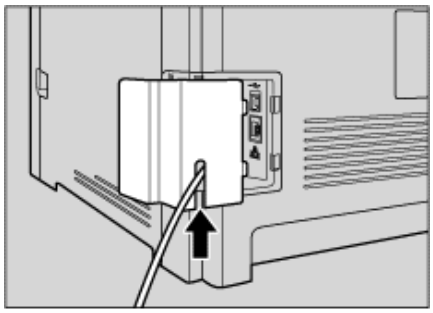
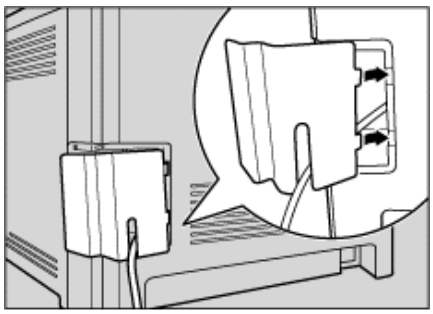


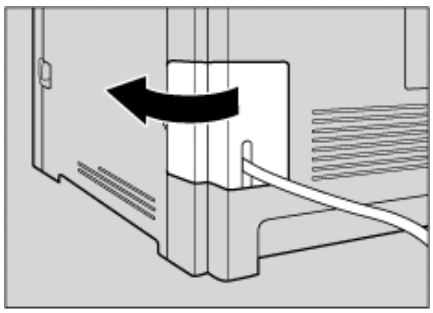
4 Pass the telephone line cord through the opening in the cable cover.



5 Hook the tabs of the cable cover into the openings of the machine.



6 Attach the cable cover in place.



Note

- After connecting the machine to the telephone line, configure the telephone network settings and fax reception mode.
- If your telephone has functions that are not compatible with this machine, those functions will not be usable.
- Confirm that you have registered user fax number and user name during Initial Setup. You can check the registered information in [User Settings] under [Admin Settings].

Reference

- For details about registering fax sender information, see Administrator Settings.
- For details about configuring the telephone network settings, see Configuring Telephone Network Settings.

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- For details about configuring fax reception mode, see Selecting Reception Mode.
- For details about [User Settings], see Administrator Settings.

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Configuring the Machine

This section describes configuring the settings required to use the machine on a network and as a fax machine.

Related topics

Configuring the IP Address Settings

Configuring Telephone Network Settings

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Configuring the IP Address Settings

The procedure for configuring network settings differs depending on whether IP address information is assigned automatically by the network (DHCP), or manually.

Related topics

Setting the machine to receive an IP address automatically

Assigning the machine's IP address manually

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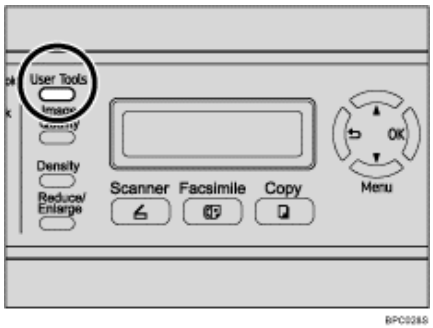
Setting the machine to receive an IP address automatically

Important

- A DHCP server is required on the network for the machine to receive an IP address automatically.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [IP Configuration], and then press the [OK] key.

5 Press the [▲][▼] keys to select [DHCP Activated], and then press the [OK] key.

6 Press the [▲][▼] keys to select [On], and then press the [OK] key.

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [⮌] key.

8 Press the [Clear/Stop] key to return to the initial screen.

9 If you are requested to reboot the machine, turn off the machine, and then turn it back on.

10 Print the configuration page to confirm the setting.

The IP address setting will appear under "TCP/IP" on the configuration page.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.
- A password for accessing the [Network Settings] menu can be specified in [Admin Menu Lock].
- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in [LINK Setting] under [Network Settings].
- When [DHCP Activated] is enabled, manually configured IP address settings are not used.

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Reference

- For details about turning the machine on and off, see Turning the Power on.
- For details about printing configuration page, see Printing the Configuration Page.
- For details about [Admin Menu Lock], see Administrator Settings.
- For details about [LINK Setting], see Network Settings.

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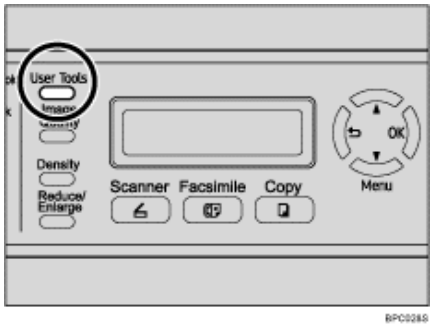
Assigning the machine's IP address manually

Important

- The IP address assigned to the machine must not be used by any other device on the same network.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

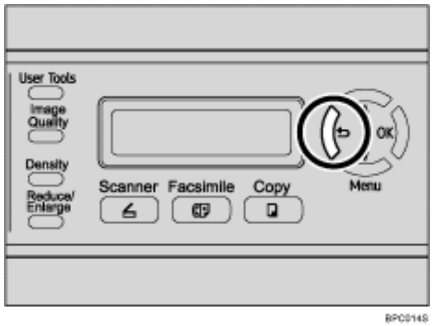
4 Press the [▲][▼] keys to select [IP Configuration], and then press the [OK] key.

5 Press the [▲][▼] keys to select [DHCP Activated], and then press the [OK] key.

6 Press the [▲][▼] keys to select [Off], and then press the [OK] key.

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [⮌] key.



8 Press the [▲][▼] keys to select [IP Address], and then press the [OK] key.

9 Enter the machine's IP address using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

10 Confirm the setting, and then press the [⮌] key.

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11 Press the [▲][▼] keys to select [Subnet Mask], and then press the [OK] key.

The current subnet mask is shown.

12 If the subnet mask shown is incorrect, enter the new subnet mask using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

13 Confirm the setting, and then press the [↩] key.

14 Press the [▲][▼] keys to select [Gateway], and then press the [OK] key.

The current gateway address is shown.

15 If necessary, enter a new gateway address using the number keys, and then press the [OK] key.

Press the [▲][▼] keys to move between fields.

16 Confirm the setting, and then press the [↩] key.

17 Press the [Clear/Stop] key to return to the initial screen.

18 If you are requested to reboot the machine, turn off the machine, and then turn it back on.

19 Print the configuration page to confirm the setting.

The IP address setting will appear under "TCP/IP" on the configuration page.

Note

- You can press the [↩] key to exit to the previous level of the menu tree.
- A password for accessing the [Network Settings] menu can be specified in [Admin Menu Lock].
- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in [LINK Setting] under [Network Settings].
- When [DHCP Activated] is enabled, manually configured IP address settings are not used.

Reference

- For details about turning the machine on and off, see Turning the Power on.
- For details about printing configuration page, see Printing the Configuration Page.
- For details about [Admin Menu Lock], see Administrator Settings.
- For details about [LINK Setting], see Network Settings.

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Configuring Telephone Network Settings

Related topics

Selecting the telephone line type

Selecting the telephone network connection type

Setting the outside line access number

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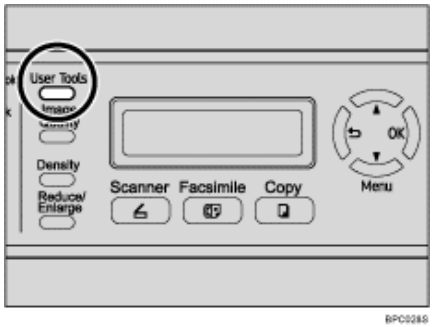
Selecting the telephone line type

Select the telephone line type according to your telephone line service. There are two types: tone and pulse dial.

This function is not available in some regions.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [TEL Line Type], and then press the [OK] key.

5 Press the [▲][▼] keys to select the telephone line type appropriate for your telephone service, and then press the [OK] key.

6 Confirm the setting, and then press the [↩] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [↩] key to exit to the previous level of the menu tree.
- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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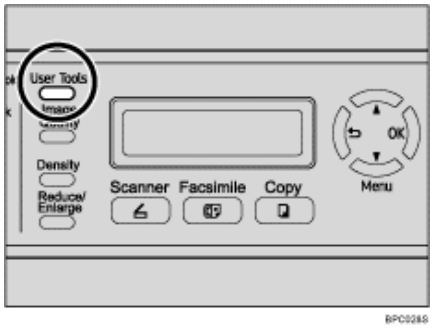
Selecting the telephone network connection type

Select the type of connection to the telephone network.

There are two types: public switched telephone network (PSTN) and private branch exchange (PBX).

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [PBX Selection], and then press the [OK] key.

5 Press the [▲][▼] keys to select [PSTN] or [PBX], and then press the [OK] key.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.
- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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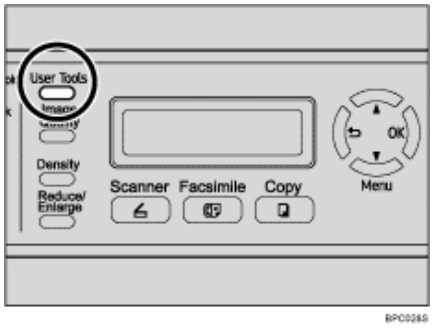
Setting the outside line access number

If the machine is connected to the telephone network through a PBX, set the dial number to access the outside line.

Important

- Make sure to set the outside line access number that matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [PBX Access Digit], and then press the [OK] key.

5 Enter the outside line access number using the number keys, and then press the [OK] key.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.
- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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Sharing the Printer on a Network

This section describes how to set up the machine for use as a network printer.

The shared printer can be used by computers on the network.

Important

- To change printer properties in the [Printer] folder, you must have Manage Printers permission. Log on to the file server as an Administrators or member of the PowerUsers group to acquire this permission.

1 From the [Start] menu, open the [Printers] window.

Under Windows XP or Windows Server 2003/2003 R2/2008, the [Printers and Faxes] window appears.

2 Click the printer icon you want to use. On the [File] menu, click [Properties].

The printer properties appears.

3 On the [Sharing] tab, click [Shared as:].

4 To share the printer with users using a different version of Windows, click [Additional Drivers...].

Omit this step if you have installed an alternative driver by selecting [Shared as:] during the printer driver installation.

5 Click [OK], and then close the printer properties.

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Installing Options

This section describes how to install the optional paper feed unit and memory unit.

Related topics

Installing the Paper Feed Unit (Tray 2)

Installing the Memory Unit (DDR-SDRAM Module)

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Installing the Paper Feed Unit (Tray 2)

⚠WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

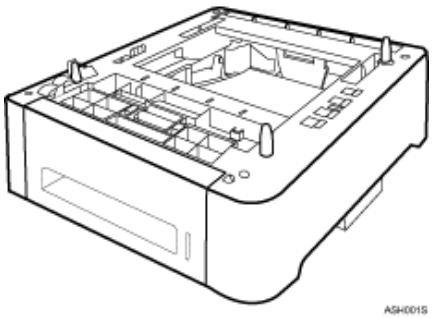
⚠CAUTION

- The machine weighs approximately 30.0 kg (66.2 lb.). When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.
- Lifting the paper feed unit carelessly or dropping may cause injury.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.

Important

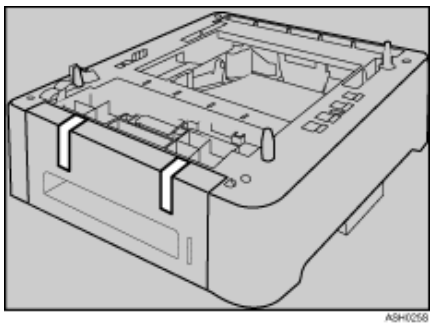
- The machine should always be lifted by two people.
- Do not grip the tray areas when moving the machine.

1 Check that the package contains Paper Feed Unit.



2 Turn off the power, and then unplug the machine's power cord from the wall outlet.

3 Remove the adhesive tape from the optional paper feed unit.



4 Lift using the inset grips on both sides of the machine.

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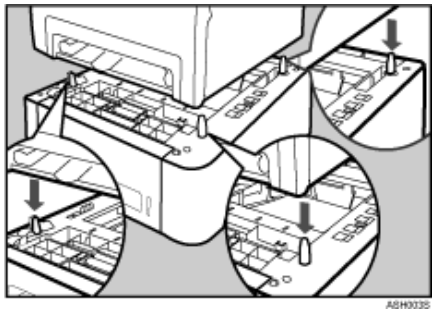
5 **There are three upright pins on the optional paper feed unit. Align them with the holes on the underside of the machine, and then carefully lower the machine onto them.**



6 **After installing the option, print the configuration page to confirm the installation.**

If it is installed properly, "Tray 2" will appear under "Tray Info" on the configuration page.

Note

- After installing the optional paper feed unit, select tray 2 in the printer driver. For details, see the printer driver Help.
- If the optional paper feed unit is not installed properly, reinstall it following this procedure. If you cannot install it properly even after attempting reinstallation, contact your service representative.

Reference

- For details about printing configuration page, see Printing the Configuration Page.
- For details about loading paper in tray 2, see Loading Paper in the Optional Paper Feed Unit.

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Installing the Memory Unit (DDR-SDRAM Module)

⚠CAUTION

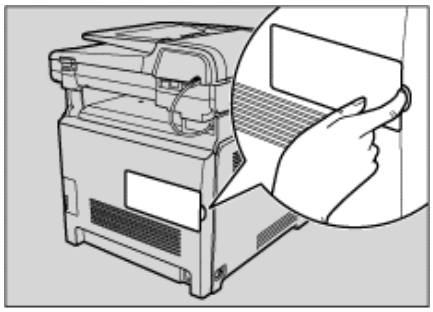
- Before installing the memory unit to the machine, turn off the power and unplug the power cable. When turning on the machine after the installation, be sure to close the memory cover in advance.

Important

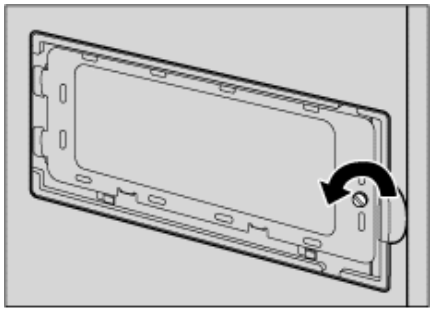
- Before touching the memory unit, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the memory unit.
- Do not subject the memory unit to physical shocks.

1 Turn off the power, and then unplug the power cord.

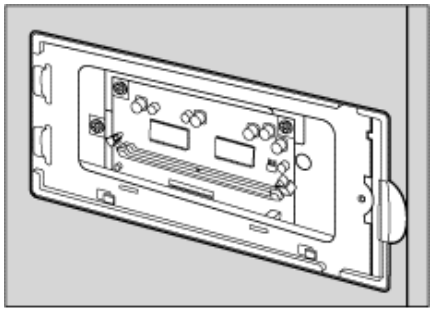
2 Remove the memory cover.



3 Loosen the screw securing the inner cover.



4 Be sure to install the memory unit as shown.



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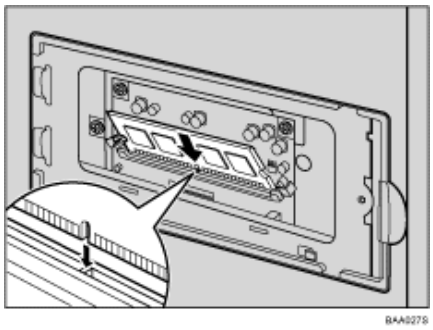
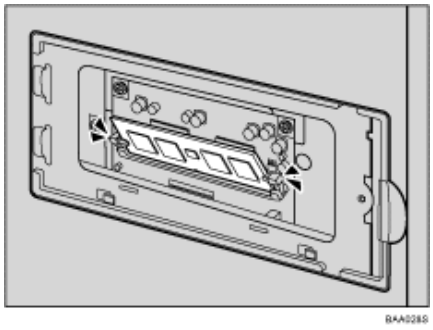
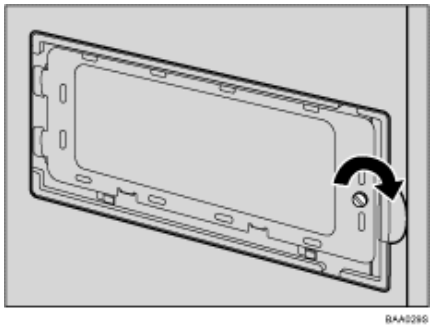
5 **To install the memory unit, align the notch of the unit with the protruding part of the slot, and then carefully push in the unit at an angle.**



6 **Holding the module at an angle, press it down until it clicks into place.**



7 **Attach the inner cover, and then fasten the screw.**



8 **Attach the memory unit cover.**

9 **After installing the memory unit, print the PDL configuration page to confirm the installation.**

If it is installed properly, "384MB" will appear for "Total Memory" under "System Reference" on the PDL configuration page.

Note

- After installing the optional memory unit, select the appropriate size for the machine's total memory in the printer driver.

  For details, see the printer driver Help.

- If the memory unit is not properly installed, repeat this procedure. If you cannot install it properly even after reinstallation, contact your service representative.

Reference

- For details about printing the PDL configuration page, see PDL Settings.

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Paper and Other Media

This section describes supported and unsupported paper, paper precautions, details of each paper type and the printable area.

Note

- All paper must be set vertically, regardless of the paper size.

Related topics

Supported Paper for Each Tray

Specifications of Paper Types

Unsupported Types of Paper

Paper Storage Precautions

Printable Area

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Supported Paper for Each Tray

This section describes the type, size, and weight of paper that can be loaded in each tray. The capacity of each paper tray is also provided.

Tray 1

Type	Size	Weight	Capacity
Plain paper Thin paper Thick paper Recycled paper Color paper Preprinted paper Prepunched paper Letterhead Bond paper Cardstock Label paper Envelope	A4 B5 JIS A5 B6-S A6 Legal ($8^1/_2$ " × 14 ") Letter ($8^1/_2$ " × 11 ") Half Letter-S ($5\ ^1/_2$" × $8^1/_2$") Executive ($7^1/_4$ " × $10^1/_2$ ") 8 " × 13 " $8^1/_2$" × 13 " Folio ($8^1/_4$ " × 13 ") 16K (195 × 267 mm) Com 10 ($4^1/_8$" × $9^1/_2$") Monarch ($3^7/_8$" × $7^1/_2$") C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 148 to 356 mm in length (3.54 to 8.50 inches in width, 5.83 to 14.0 inches in length)	60 to 160 g/m^2 (16 to 42 lb.)	250 (80 g/m^2, 20 lb.)

Tray 2 (option)

Type	Size	Weight	Capacity
Plain paper Thin paper Recycled paper Color paper Preprinted paper Prepunched paper Letterhead	A4 Letter ($8^1/_2$ " × 11 ")	60 to 105 g/m^2 (16 to 28 lb.)	500 (80 g/m^2, 20 lb.)

Bypass tray

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Type	Size	Weight	Capacity
Plain paper Thin paper Thick paper Recycled paper Color paper Prepunched paper Letterhead Bond paper Cardstock Label paper Envelope	A4 B5 JIS A5 B6-S A6 Legal ($8^1/_2$ " × 14 ") Letter ($8^1/_2$ " × 11 ") Half Letter-S ($5\ ^1/_2$" × $8^1/_2$") Executive ($7^1/_4$ " × $10^1/_2$ ") 8 " × 13 " $8^1/_2$" × 13 " Folio ($8^1/_4$ " × 13 ") 16K (195 mm × 267 mm) Com 10 ($4^1/_8$" × $9^1/_2$") Monarch ($3^7/_8$" × $7^1/_2$") C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 148 to 356 mm in length (3.54 to 8.50 inches in width, 5.83 to 14.0 inches in length)	60 to 160 g/m^2 (16 to 42 lb.)	1

Note

- You cannot print on Legal size paper in the following cases:
  - PCL printer driver

    When [Gradation] in [Print Quality] is set to [Fine]
  - PostScript 3 printer driver

    When [Print Quality] in [Printer Features] is set to [Best Quality]

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Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

Important

- Depending on the paper type, the toner may take a while to dry. Before handling, make sure printed sheets have fully dried. Otherwise, the toner may smudge.
- Print quality can be guaranteed only if recommended paper is used. For more information about recommended paper, contact your service representative.

Plain paper

Item	Description
Paper thickness	75 to 105 g/m^2 (19 to 28 lb.) • [Plain Paper]: 75 to 90 g/m^2 (19 to 24 lb.) • [Plain Paper(90-105g/m2)]: 90 to 105 g/m^2 (24 to 28 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	• [Plain Paper]: A4, B5 JIS, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$" × 11 "), Executive (7$^1/_4$ " × 10$^1/_2$ ") • [Plain Paper(90-105g/m2)]: None
Notes	Print speed for paper weighing 75 to 90 g/m^2 (19 to 24 lb.) is twice as fast as the print speed for paper weighing 90 to 105 g/m^2 (24 to 28 lb.) approximately.

Thick paper

Item	Description
Paper thickness	105 to 160 g/m^2 (28 to 39 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	The number of sheets that can be printed in one minute is approximately half that of plain paper weighing 75 to 90 g/m^2 (19 to 24 lb.).

Thin paper

Item	Description
Paper thickness	60 to 75 g/m^2 (15 to 19 lb.)

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Supported paper tray	Any input tray can be used.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")

Recycled paper

Item	Description
Paper thickness	75 to 90 g/m^2 (19 to 24 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(60-75g/m2)], [Plain Paper(90-105g/m2)] or [Thick Paper(105-160g/m2)].

Color paper

Item	Description
Paper thickness	75 to 90 g/m^2 (19 to 24 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(60-75g/m2)], [Plain Paper(90-105g/m2)] or [Thick Paper(105-160g/m2)].

Preprinted paper

Item	Description
Paper thickness	75 to 90 g/m^2 (19 to 24 lb.)
Supported paper tray	Tray 1 and tray 2
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(60-75g/m2)], [Plain Paper(90-105g/m2)] or [Thick Paper(105-160g/m2)].

Prepunched paper

Item	Description
Paper thickness	75 to 90 g/m^2 (19 to 24 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(60-75g/m2)], [Plain Paper(90-105g/m2)] or [Thick Paper(105-160g/m2)].

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Letterhead

Item	Description
Paper thickness	75 to 90 g/m^2 (19 to 24 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, B5 JIS, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 "), Executive (7$^1/_4$ " × 10$^1/_2$ ")
Notes	Paper that has a thickness outside the specified range cannot be printed onto.

Bond paper

Item	Description
Paper thickness	105 to 160 g/m^2 (28 to 39 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper weighing 75 to 90 g/m^2 (19 to 24 lb.). • If the paper thickness is outside the specified range, select [Plain Paper(90-105g/m2)].

Cardstock

Item	Description
Paper thickness	105 to 160 g/m^2 (28 to 39 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper weighing 75 to 90 g/m^2 (19 to 24 lb.). • Paper thicker than 160 g/m^2 cannot be printed onto.

Label paper

Item	Description
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	The number of sheets that can be printed in one minute is approximately half that of plain paper weighing 75 to 90 g/m^2 (19 to 24 lb.).

Envelope

Item	Description

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Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of envelopes that can be printed in one minute is approximately half that of plain paper weighing 75 to 90 g/m^2 (19 to 24 lb.). • If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the loading orientation, see the printer driver Help.

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Unsupported Types of Paper

Avoid using the following paper as they are not supported by this machine.

- Paper meant for an ink-jet printer
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Paper that is heavier or lighter than the specified limitations
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which the adhesive underlayer or base paper is exposed
- Paper with clips or staples
- Do not use ink-jet printer paper because it may stick to the fusing unit and cause a paper jam.
- Do not load OHP transparencies. Load translucent media only.
- Do not use paper that has already been printed onto by other printers.

Note

- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

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Paper Storage Precautions

Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper jams, or printer damage.

Recommendations are as follows:

- Avoid storing paper in humid areas.
- Avoid exposing paper to direct sunlight.
- Store on a flat surface.
- Keep paper in its original packaging.

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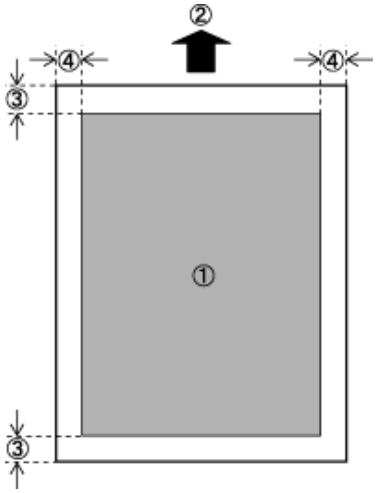
Printable Area

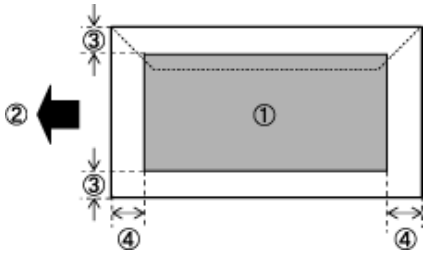
The diagrams that follow show the areas of paper that the machine can print onto. Be sure to set the print margins correctly using the settings of the application in which it was created.

Paper



1. Print area
2. Feed direction
3. Approximately 4.2 mm (0.17 inches)
4. Approximately 4.2 mm (0.17 inches)

Envelope



1. Print area
2. Feed direction
3. Approximately 4.2 mm (0.17 inches)
4. Approximately 4.2 mm (0.17 inches)

Note

- The print area may vary depending on the paper size, printer language and printer driver settings.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.6 inches) each.

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Loading Paper

This describes how to load paper into the paper tray and bypass tray.

⚠CAUTION

- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.

Related topics

Loading Paper in Tray 1

Loading Paper in the Optional Paper Feed Unit

Loading Paper in the Bypass Tray

Specifying Paper Type and Paper Size

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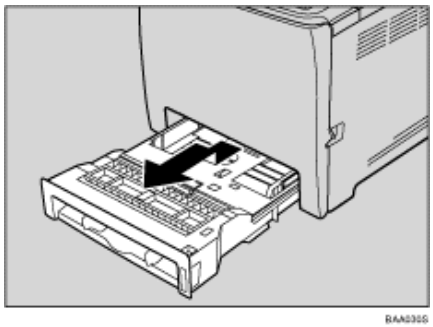
Loading Paper in Tray 1

The following example explains loading procedure for the standard paper tray (Tray 1). The same procedure can be used for the optional paper feed unit.

Important

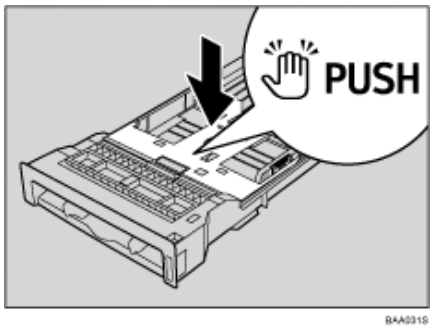
- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using the control panel.
- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

1 Lift and pull Tray 1 carefully, and then pull it out with both hands.



Place the tray on a flat surface.

2 Push the metal plate down until it clicks into place to lock.



3 Pinch the clip on the side paper guide and slide it to match the standard size.

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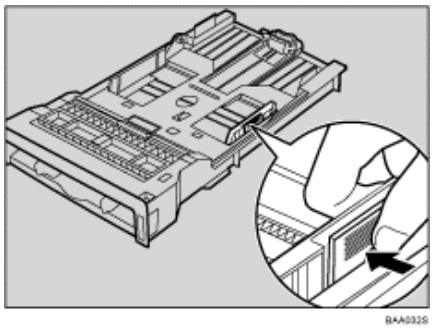
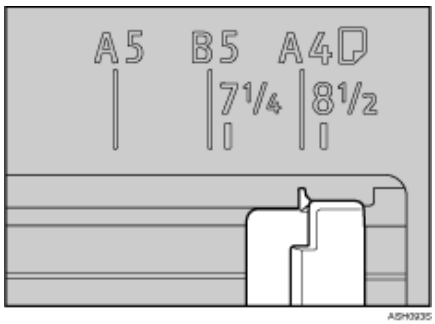
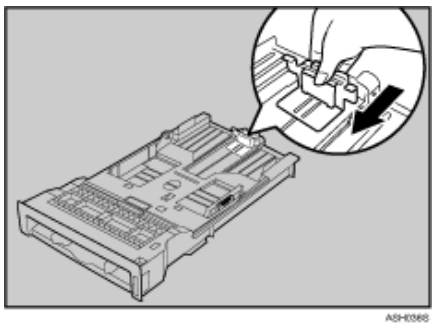
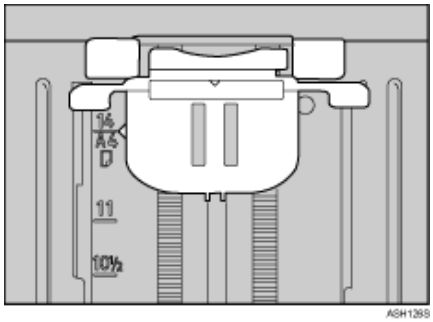




When loading custom size paper, position the paper guide slightly wider than the actual paper size.

4 Pinch the front end paper guide and slide it inward to match the standard size.

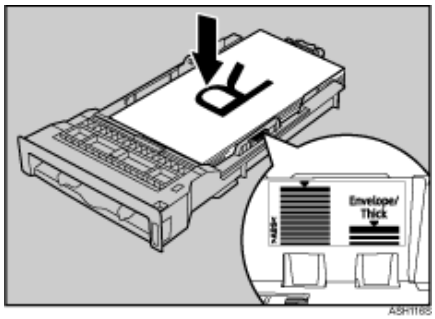




When loading custom size paper, position the paper guide slightly wider than the actual paper size.

5 Load the new paper stack print side up.

Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.



Slide the guides inward, until they are flush against the paper's sides.

Make sure the paper is not stacked higher than the projection on the side paper guides.

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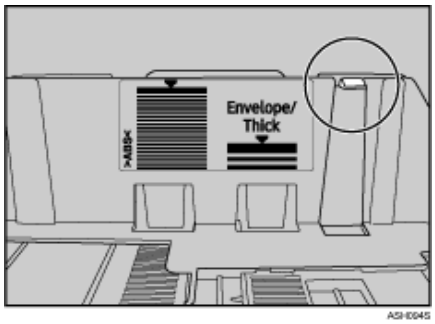
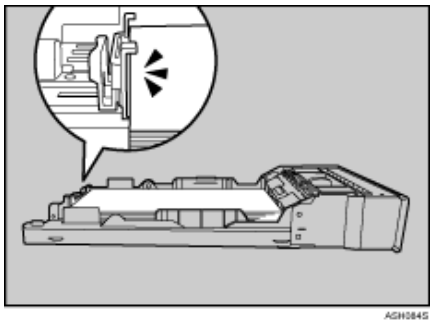
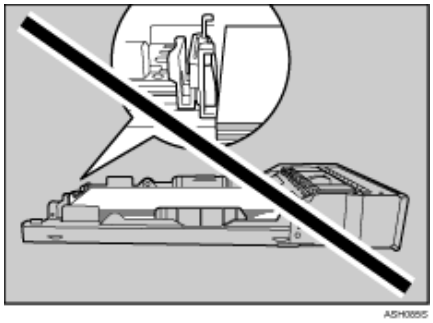


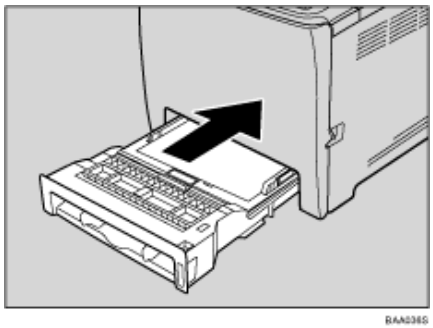
6 Check there are no gaps between the paper and the paper guides; both side and front end paper guides.



If there is a gap between the paper and the front end paper guide, as in the example below, the paper might not feed in correctly.



7 Carefully push Tray 1 straight into the machine.



To avoid paper jams, make sure the tray is securely inserted.

Note

- The upper limit differs depending on paper type; thin paper or thick paper. Check the label inside the tray to confirm the upper limit.

Reference

- For details about paper types supported by the machine, see Paper and Other Media.
- For details about the paper settings, see Specifying Paper Type and Paper Size.

Related topics

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Loading Legal size paper

Loading envelopes

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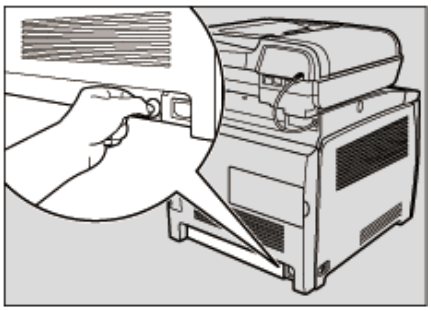
Loading Legal size paper

This section explains how to load Legal size paper into the machine.
The same procedure applies to A4 paper (297 mm) or larger.

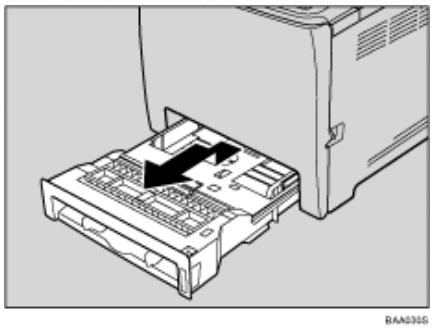
Important

- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

1 Remove the rear cover using a coin.

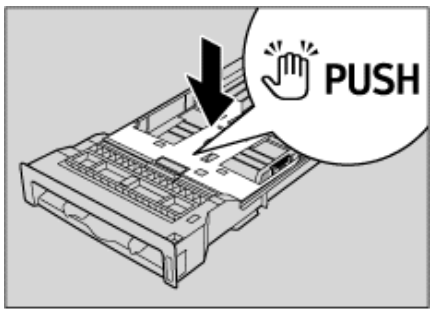


2 Pull Tray 1 carefully, and then hold it with both hands and pull it out.



Place the tray on a flat surface.

3 Push the metal plate down until it clicks into place to lock.



4 Pinch the extender in the "PUSH" direction, and then pull out the extender until it stops (you will hear a click).

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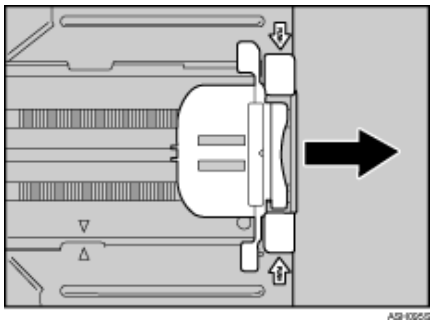
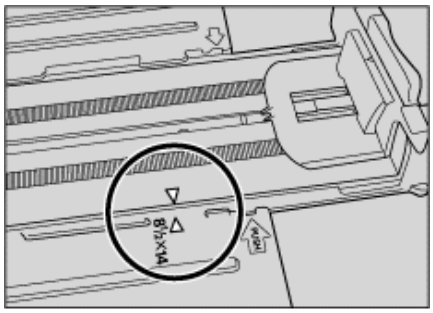
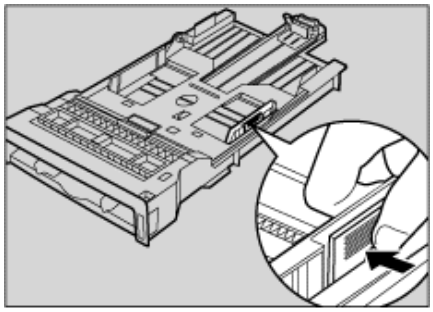
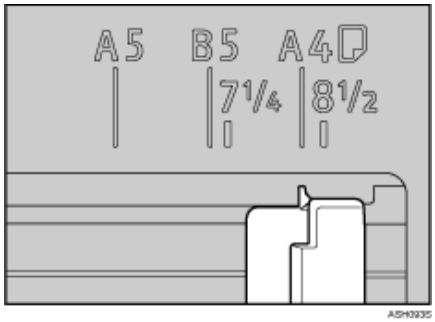


After extension, make sure the arrows on the extender and tray are aligned.

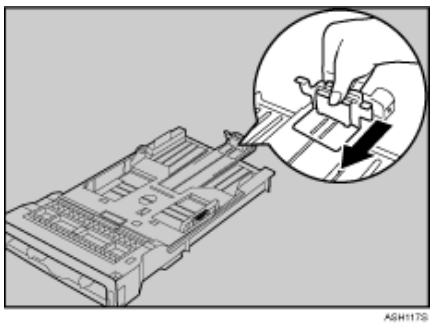


5 **Pinch the clip on the side paper guide, and then slide it to match the standard size.**





6 **Pinch the front end paper guide and slide it inward to match the Legal paper size.**



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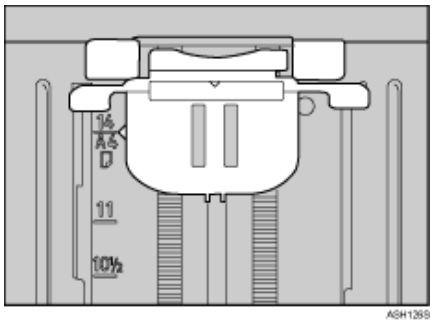
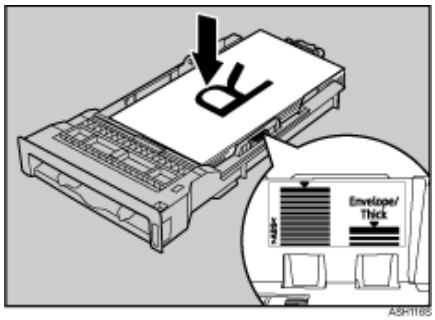


ASH128S

7 Load the new paper stack print side up.

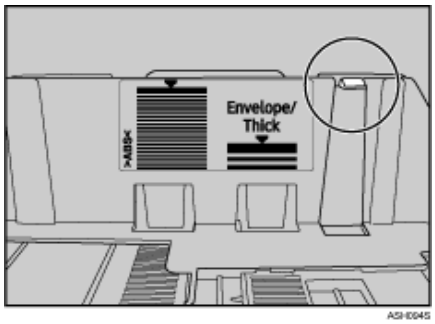
Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.



ASH118S

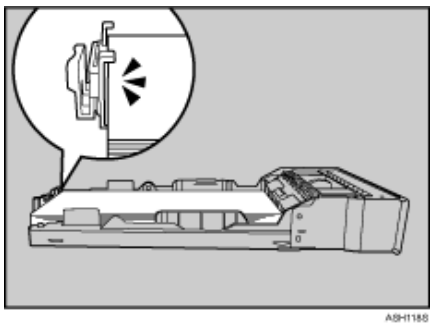
Slide the guides inward until they are flush against the paper's sides.

Make sure the paper is not stacked higher than the projection on the side paper guides.



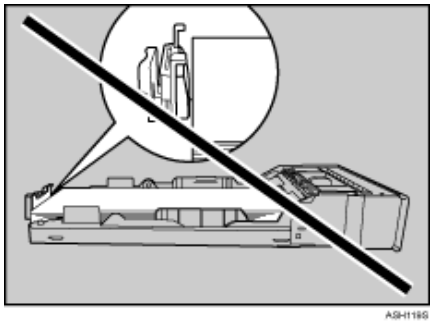
ASH004S

8 Check there are no gaps between the paper and the paper guides; both side and front end paper guides.



ASH118S

If there is a gap between the paper and the front end paper guide, as in the example below, the paper might not feed in correctly.



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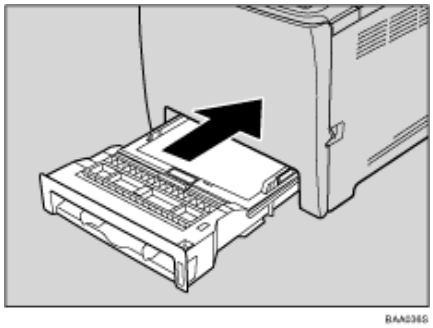
9 Carefully push Tray 1 straight into the machine.



To avoid paper jams, make sure the tray is securely inserted.

Note

- To reinsert the extender, you might have to push it with moderate force.

Reference

- For details about paper types supported by the machine, see Paper and Other Media.
- For details about the paper settings, see Specifying Paper Type and Paper Size.

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Loading envelopes

Important

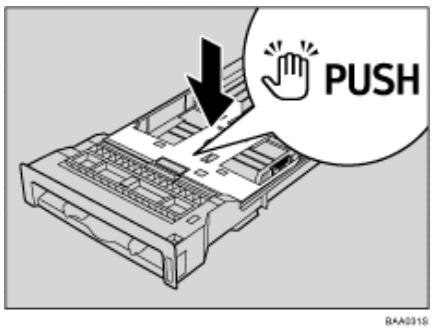
- Check there is no air in the envelopes before loading.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes to check print quality.
- In a hot and humid environment, the envelope might be output creased or improper printing quality.

1 Lift and pull Tray 1 carefully, then pull it out with both hands.

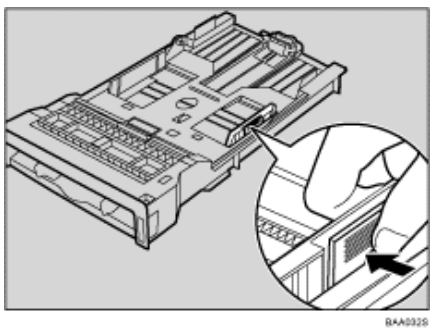
Place the tray on a flat surface.

2 Take out paper from Tray 1.

3 Push the metal plate down until it clicks into place to lock.



4 Pinch the clip on the side paper guide, and then adjust the guides to the envelope.



5 Pinch the clip on the front end paper guide to match the envelope size.

6 Set the envelopes in Tray 1 with the printing side facing up.

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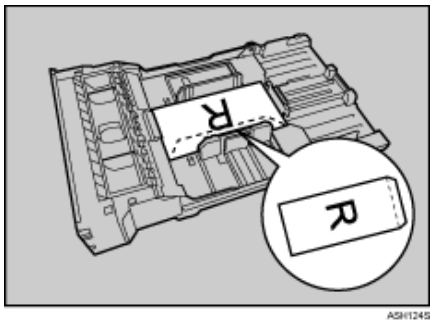
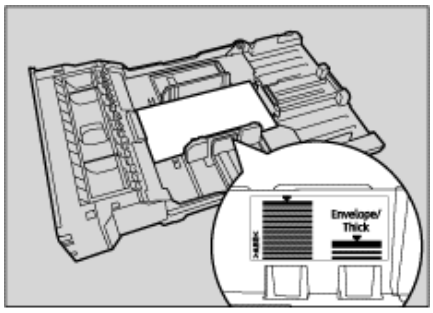
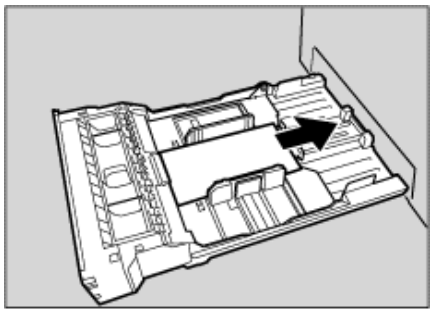


Make sure envelopes are not stacked higher than the upper limit (lower line) mark inside the tray.



7 Carefully slide the paper tray back in until it stops. To avoid paper jams, make sure the tray is securely inserted.



Note

- Be sure to load envelopes so that their flaps are on the right. If you do not, the envelopes will become creased.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction, and then rotate the print object by 180 degrees using the printer driver before printing. For details, see the printer driver Help.

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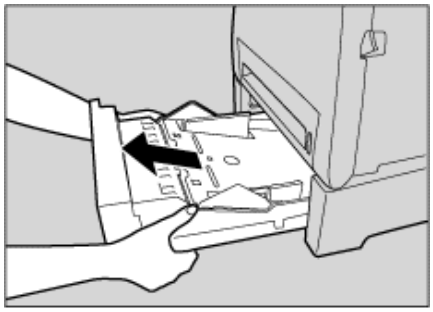
Loading Paper in the Optional Paper Feed Unit

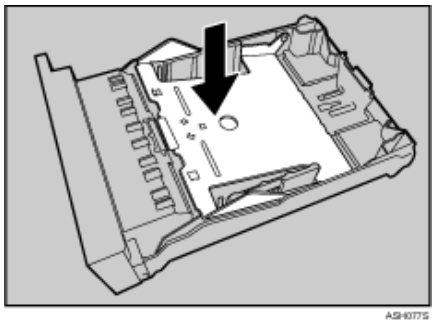
The following example explains the loading procedure for the optional paper feed unit.

1 Lift and pull the optional paper feed unit, and then hold the tray with both hands, and then pull it out.

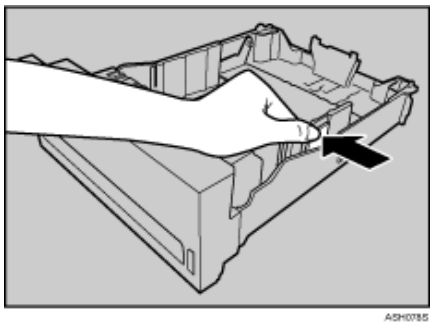


Place the tray on a flat surface.

2 Press down on the bottom plate until it clicks.



3 Pinch the clips on the side paper guide, and then adjust the guide to the paper size.



4 Pinch the clip on the end paper guide and align the arrow with the paper size.

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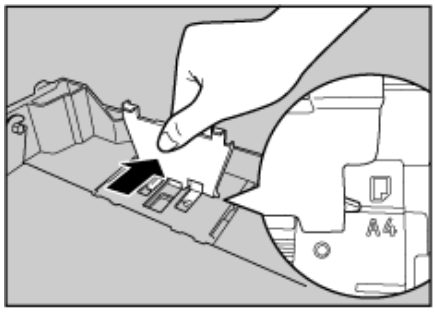
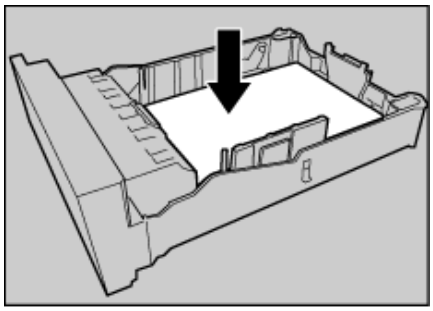
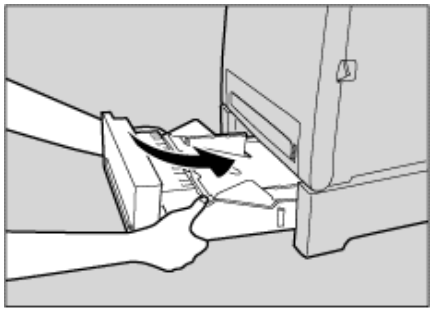


5 Load the new paper stack print side up.

Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.



6 Lift and slide the tray, then push it all the way in. Push the tray firmly to avoid a paper jam.



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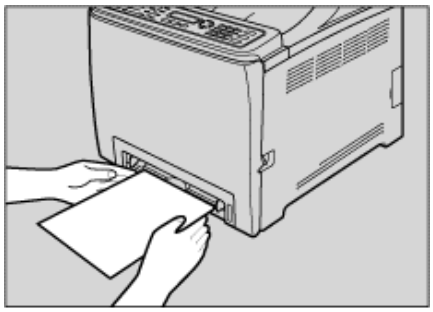
Loading Paper in the Bypass Tray

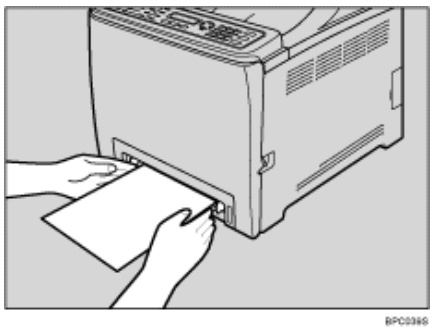
Important

- Set the size of the loaded paper using the control panel or the printer driver. Make sure the settings do not conflict. Otherwise, the paper may jam or the print quality may be affected.
- Load paper with the print side down and in the short-edge feed direction.
- Duplex printing is not possible.
- You cannot use the bypass tray to feed in paper that requires a specified printing position (such as preprinted paper). Use tray 1 for such paper.
- If paper is curled, straighten it before loading, by bending it the paper in the opposite direction to the curl, for example.
- Do not load paper while the machine is printing.
- Tray 1 and 2 are unavailable while paper is being loaded in the bypass tray.
- You cannot load paper into the bypass tray while the machine is in Energy Saver mode. If the machine is in Energy Saver mode, press the [Copy] key to recover from Energy Saver mode.

1 Insert the top edge of the paper into the machine.



2 Adjust the paper guides to the paper size.



3 Support the paper with both hands, and insert it carefully until it stops.

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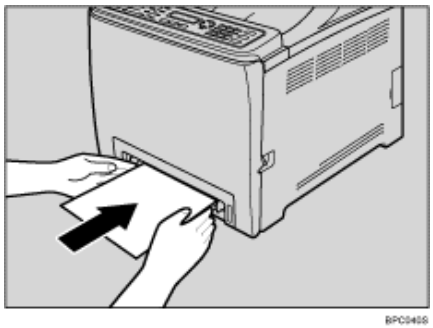

4 Start printing.

Note

- After loading paper in the tray, specify the paper type and size using the control panel or the printer driver.

Reference

- For details about supported types of paper, see Paper and Other Media.
- For details about specifying the paper type and size, see Specifying Paper Type and Paper Size.

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Specifying Paper Type and Paper Size

This section describes how to specify the paper size and paper type using the control panel.

Note

- Paper type and size can also be specified using the printer driver. For details, see the printer driver Help.

Related topics

Specifying the paper type

Specifying the standard paper size

Specifying a custom paper size

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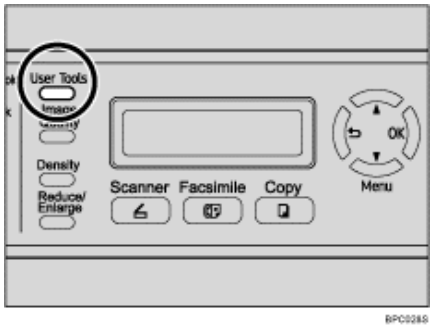
Specifying the paper type

This section describes how to specify the paper type.

1 **Press the [User Tools] key.**



2 **Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.**

3 **Press the [▲][▼] keys to select [Paper Settings], and then press the [OK] key.**

4 **Press the [▲][▼] keys to select [Paper Type], and then press the [OK] key.**

5 **Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.**

6 **Press the [▲][▼] keys to select the desired paper type, and then press the [OK] key.**

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

7 **Confirm the setting, and then press the [⮌] key.**

8 **Press the [Clear/Stop] key to return to the initial screen.**

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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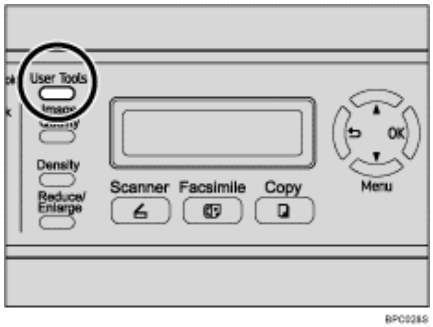
Specifying the standard paper size

This section describes how to specify the standard paper size.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [Paper Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Paper Size], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.

6 Press the [▲][▼] keys to select the desired paper size, and then press the [OK] key.

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [⮌] key.

8 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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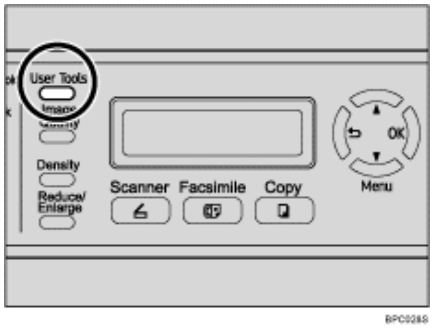
Specifying a custom paper size

This section describes how to specify a custom paper size.

Important

- Custom size paper cannot be loaded in tray 2.
- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, press the [B&W Start] key or [Color Start] key. If the paper is too small for the print job, the printed image will be cropped.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [Paper Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Paper Size], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.

6 Press the [▲][▼] keys to select [Custom], and then press the [OK] key.

7 Press the [▲][▼] keys to select [mm] or [Inch], and then press the [OK] key.

8 Enter the horizontal value using number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in 1 mm or 0.01 inch increments.

9 Enter the vertical value using number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in 1 mm or 0.01 inch increments.

10 Confirm the setting, and then press the [OK] key.

11 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Placing Originals

This section describes the types of originals you can set and how to place them.

Related topics

About Originals

Placing Originals

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About Originals

This section describes the types of originals that can be placed and which parts of the original are unscannable.

Related topics

Recommended size of originals

Types of originals not supported by the Auto Document Feeder

Unscannable image area

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Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length

ADF

- Paper size: 140 to 216 mm ($5^1/_2$ " to $8^1/_2$ ") in width, 140 to 356 mm ($5^1/_2$ " to 14 ") in length
- Paper weight: 64 to 90 g/m^2 (17 to 24 lb.)

Note

- Only 1 sheet of an original can be placed on the exposure glass at a time.
- Up to 35 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m^2, 20 lb.).

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Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or white out

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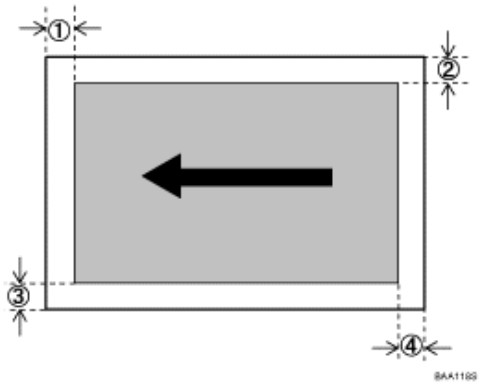
Unscannable image area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.



Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
①Top	3 mm	0 mm	1 mm
②Right	3 mm	0 mm	1 mm
③Left	3 mm	0 mm	1 mm
④Bottom	3 mm	0 mm	2 mm

Margins when using ADF

	In copier mode	In scanner mode	In fax mode
①Top	3 mm	0 mm	0 mm
②Right	3 mm	0 mm	1 mm (Letter, Legal) 0 mm (other sizes)
③Left	3 mm	0 mm	1 mm (Letter, Legal) 0 mm (other sizes)
④Bottom	3 mm	2 mm	2 mm

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Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Important

- Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

Note

- Because colors made by marker or highlighter pen on originals are difficult to reproduce, they might not appear on copies, or might appear as different colors.

Related topics

Placing originals on the exposure glass

Placing originals in the Auto Document Feeder

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Placing originals on the exposure glass

The exposure glass enables you to scan and send documents that cannot be fed into the ADF.

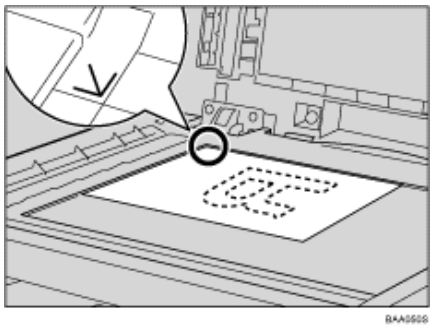
Important

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1 Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



3 Lower the ADF.

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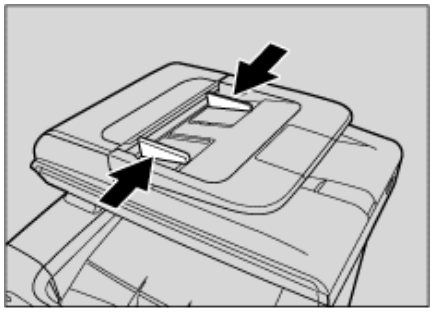
Placing originals in the Auto Document Feeder

By using the ADF, you can scan multiple pages at once.

Important

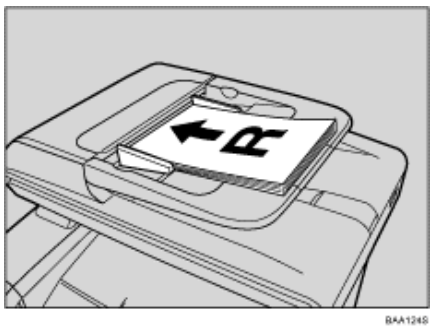
- Do not place different size originals in the ADF at once.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.
- Place the original squarely.

1 Adjust the guides according to the size of the original.



BAA123S

2 Place the aligned originals face up in the ADF. The last page should be on the bottom.



BAA124S

Note

- When placing originals longer than A4, pull out the ADF tray's extenders.

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Entering Characters

This section describes how to enter characters using the control panel when configuring the machine's settings.

There are three modes for entering characters, depending on the type of setting you are configuring:

- Value input mode for entering numerical values.
- Fax number input mode for entering fax numbers.
- Text input mode for entering names.

Related topics

Value Input Mode

Fax Number Input Mode

Text Input Mode

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Value Input Mode

Value input mode becomes active when configuring settings such as paper size or copy zoom ratio. In this mode, use the keys as follows:

- To enter a digit

  Press a number key. Press the number keys successively to enter a multi-digit number.
- To increase or decrease the current value in units

  Press the [▲][▼] keys. The unit of increments depends on the setting you are configuring.

Note

- If a digit is entered more than three seconds after the last input, the entered digit replaces the current value.
- When the maximum number of digits has already been entered, the next input digit replaces the current value.
- If the current value is too large or too small for the current setting, it will not be accepted. In this case, pressing the [▲] or [▼] key changes the value to the minimum or maximum value for the current setting, respectively.

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Fax Number Input Mode

Fax number input mode becomes active when entering fax numbers. In this mode, use the keys as follows:

- To enter a number

  Press a number key.

- To enter characters other than digits

  "✱": Press the [✱] key.

  "#": Press the [#] key.

  "+": Press [0] twice.

  Pause: Press the [Pause/Redial] key. A pause is indicated on the screen as a "P".

  Space: Place the cursor on the right-most character, and then press the [▼] key.

- To move the cursor left or right

  Press the [▲] key to move the cursor left, and the [▼] key to move the cursor right.

  If you enter a character when there is a character at the cursor position, the current character shifts to the right.

- To delete a character

  Place the cursor on the character you want to delete, and then press and hold the [▲] key until the character is deleted.

- To delete all characters

  Press the [Clear/Stop] key.

Note

- Some characters other than digits cannot be used, depending on the setting you are configuring.
- When the maximum number of characters has already been entered, characters entered subsequently are ignored.

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Text Input Mode

Text input mode becomes active when entering names.

Available characters

Letters, numbers, and symbols can be entered.

Number key	Number of times to press the key																										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1																												
2	A	Ă	Ä	Å	Æ	B	C	Ç	a	à	á	â	ã	ä	æ	b	c	ç	2										
3	D	E	É	F	d	e	è	é	ê	ë	f	3																	
4	G	H	I	g	h	i	ì	í	î	ï	4																		
5	J	K	L	j	k	l	ł																						
6	M	N	Ñ	O	Ö	Ò	Ø	Œ	m	n	ñ	o	ò	ó	ô	õ	ö	ø	œ	6									
7	P	Q	R	S	ß	p	q	r	s	7																			
8	T	U	Ü	V	t	u	ù	ú	û	ü	v	8																	
9	W	X	Y	Z	w	x	y	ý	z	9																			
0	0	-	.	!	"	,	;	:	^	`	_	=	/	|	'	?	$	@	%	&	+	(	)	[	]	{	}	<	>
*	*																												
#	#																												

In this mode, use the keys as follows:

- To enter a character

  Press a number key repeatedly until the desired character appears.

  When entering two characters that use the same number key successively, press the [▼] key after entering the first character.

- To insert a space

  Place the cursor where you want to insert a space, and then press and hold the [▼] key until a space is inserted. To enter a space at the right-most position, press the [▼] key twice.

- To move the cursor left or right

  Press the [▲] key to move the cursor left, and the [▼] key to move the cursor right.

  If you enter a character when there is a character at the cursor position, the current character shifts to the right.

- To delete a character

  Place the cursor on the character you want to delete, and then press and hold the [▲] key until the character is deleted.

- To delete all characters

  Press the [Clear/Stop] key.

Note

- When the maximum number of characters has already been entered, characters entered subsequently are ignored.

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Restricting Machine Functions According to User

You can set the machine to require a user ID when someone tries to copy, send faxes, or scan using the control panel.

To enable this setting, you must first configure the machine via Web Browser.

Related topics

Enabling the User Restriction Settings

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Enabling the User Restriction Settings

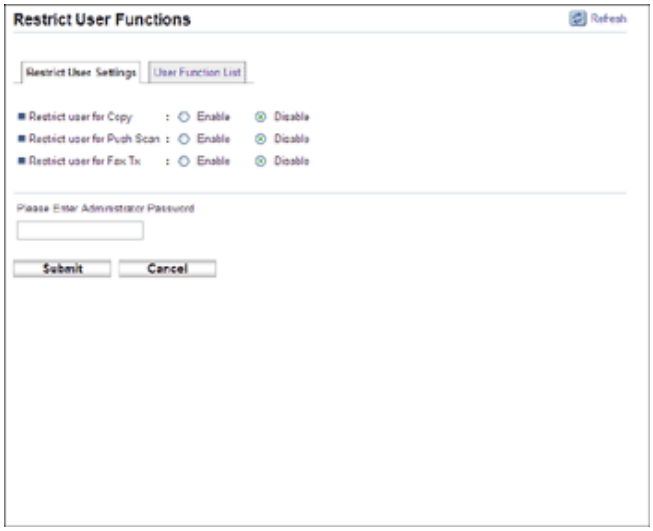
This section describes how to set the machine to permit only authorized users to copy, send faxes, or scan using the control panel.

Using Web Browser, select the function you want to restrict, and then register the users who can use that function. For each user, you can specify which functions are available upon authentication.

A maximum of 20 users can be registered.

1 Start the Web browsing software, and access the machine by entering its IP address.

2 Click [Restrict User Function].



3 Under "Restrict User Settings", select [Enable] for the function you want to restrict.

Select [Disable] for the functions you do not want to restrict.

4 Enter the administrator password if required.

5 Click [Submit].

The user restriction setting is enabled for the selected function. Proceed to the following steps to register users.

6 Click [User Function List].

A list of currently registered user entries appears.

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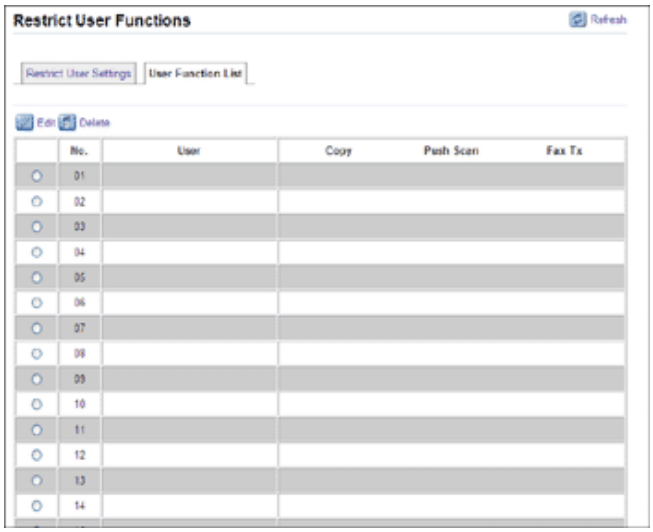
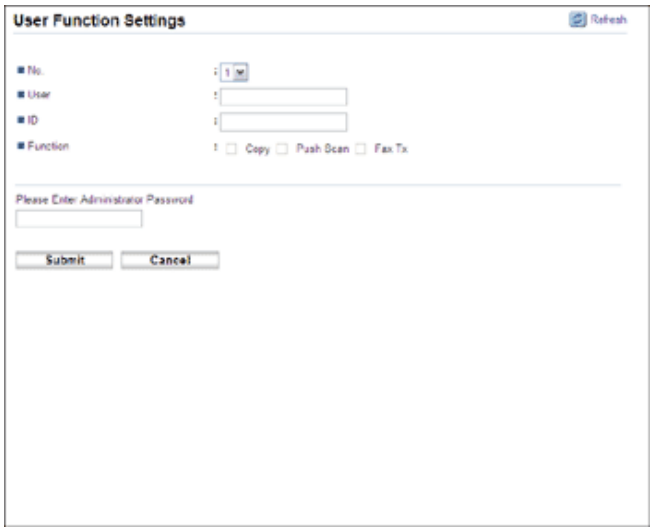


7 **Select a user entry, and then click [Edit].**



8 **Type a unique user Name in [User] using up to 16 alphanumeric characters.**

9 **Type a unique user ID in [ID] using up to 8 digits.**

The user ID will be used to authenticate users at the control panel, when they try to use a restricted function.

10 **Select the functions you want to make available for the user upon authentication.**

Unselected functions will be unavailable to users authenticated under this user ID.

11 **Enter the administrator password if required.**

12 **Click [Submit].**

13 **Close the Web browsing software.**

Note

- You must enter both a user name and user ID to register a user entry.
- No two user entries can have the same user name or user ID.

Reference

- For details about using a Web Browser, see Using Web Browser.

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Related topics

Modifying user entries

Deleting user entries

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Modifying user entries

This section describes how to modify user entries.

1. **Start the Web browsing software, and access the machine by entering its IP address.**
2. **Click [Restrict User Function].**
3. **Click [User Function List].**

   A list of currently registered user entries appears.
4. **Select the entry to modify, and then click [Edit].**
5. **Modify settings as necessary.**
6. **Enter the administrator password if required.**
7. **Click [Submit].**
8. **Close the Web browsing software.**

Reference

- For details about using a Web Browser, see Using Web Browser.

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Deleting user entries

This section describes how to delete user entries.

1 Start the Web browsing software, and access the machine by entering its IP address.

2 Click [Restrict User Function].

3 Click [User Function List].

A list of currently registered user entries appears.

4 Select the entry to delete, and then click [Delete].

5 Confirm that the entry you have selected is the entry that you want to delete.

6 Enter the administrator password if required.

7 Click [Submit].

8 Close the Web browsing software.

Reference

- For details about using a Web Browser, see Using Web Browser.

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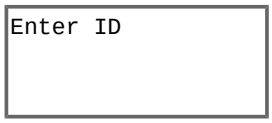
When a Message Requesting a User ID Appears

If user restriction is enabled, when a user who is trying to use a restricted function presses the [B&W Start] or [Color Start] key, the machine requests for a user ID.



The following functions may be restricted:

- Copying
- Sending faxes
- Scanning using the control panel

1 When "Enter ID" appears on the display, enter a user ID within 30 seconds using the number keys, and then press the [OK] key.

Note

- The machine cancels the operation if a user ID is not entered within 30 seconds.
- If an incorrect user ID is entered, the machine beeps and denies the authentication.

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Configuring Option Settings for the Printer

If bidirectional communication is not available, use the printer driver to configure the printer's option settings.

Related topics

Conditions for Bidirectional Communication

If Bidirectional Communication is Disabled

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Conditions for Bidirectional Communication

Bidirectional communication allows information about paper settings to be automatically sent from the printer. Bidirectional communication allows you to check the status of the printer from your computer.

- Bidirectional communication is supported by Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008.

To support bidirectional communication, the following conditions must be met:

When connected via a network

The printer must be connected via a standard TCP/IP port, and the default port name must not be changed.

When connected via USB

The printer must be connected to the computer's USB port using a USB interface cable.

The computer must support bidirectional communication.

Bidirectional communication must be enabled in the printer properties.

Note

- The PostScript 3 printer driver does not support bidirectional communication. You can update printer status manually.

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If Bidirectional Communication is Disabled

Configure option settings when bidirectional communications are disabled.

Important

- Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member to acquire this permission.
- Make sure that [Enable bidirectional support] in the [Port] tab of the printer properties is selected. The machine cannot print if [Enable bidirectional support] is not selected.

Related topics

Windows

Mac OS X

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Windows

1 On the [Start] menu, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the printer icon you want to use.

3 On the [File] menu, click [Properties].

4 Click the [Accessories] tab.

If you are using the PostScript 3 printer driver, click the [Device Settings] tab.

5 In the [Options] area, select the options that are installed, and then configure the necessary settings.

6 If the optional SDRAM module is installed, specify the total amount of memory in [Total Memory:].

7 Under [Paper Size Settings], select the tray you want to use, then select the paper size, and then click [Update].

8 Click [OK] to close the printer properties dialog box.

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Mac OS X

1 Double-click the hard drive icon on the desktop.

2 Click [Applications], and then open the [Utilities] folder.

3 Double-click [Printer Setup Utility].

The [Printer List] dialog box appears.

4 Select the machine you are using and click [Show Info].

The [Printer Info] window appears.

5 Select [Installable Options] from the drop-down menu, and then select an appropriate setting for it.

6 Click [Apply Changes].

7 Quit Printer Setup Utility.

Note

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.

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Accessing the Printer Properties

This section describes accessing the printer properties. For details about settings, see the printer driver Help.

Related topics

Accessing the Printer Properties from the [Printers and Faxes] Window

Accessing the Printer Properties from an Application

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Accessing the Printer Properties from the [Printers and Faxes] Window

Important

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.
- You cannot change the printer default settings for each user. Settings configured in the printer properties dialog box are applied to all users. Procedures and screens might vary depending on the operating system you are using.

1 On the [Start] menu, click [Printers and Faxes].

The [Printers and Faxes] window appears.

2 Click the printer icon you want to use.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

Note

- The settings you configure here are used as the default settings for all applications.
- Do not configure a setting for [Form to Tray Assignment].

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Accessing the Printer Properties from an Application

Related topics

Windows

Mac OS X

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Windows

You can configure printer settings for a specific application.

To configure printer settings for a specific application, open the [Printing Preferences] dialog box in that application.

The following procedure explains how to configure settings for the WordPad application provided with Windows XP.

1 On the [File] menu, click [Print...].

The [Print] dialog box appears.

2 Select the printer you want to use in the [Select Printer] list, and then click [Preferences].

Note

- The procedure to open the [Printing Preferences] dialog box may vary depending on the application. For details, see the manuals provided with the application.
- Any settings you configure in the procedure above are valid for the current application only.
- General users can change the properties displayed in the [Print] dialog box of an application. The settings configured here are used as defaults when printing from that application.

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Mac OS X

1 Open the file you want to print.

2 On the [File] menu, click [Print].

3 In the [Select Printer] list, select the printer you want to use, and then configure it as necessary.

4 When you have finished configuring the printer, click [OK].

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Basic Operation in Printer Mode

The following procedure explains how to perform basic printing.

1 Open the printer properties dialog box in your document's application.

2 Set printing options as necessary, and then click [OK].

The printer properties dialog box closes.

3 Click [OK].

Note

- If tray 2 is installed, you can select tray 1 or 2 as the priority tray using the [Tray Priority] setting under [PDL Settings].
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.

Reference

- For details about accessing the printer properties, see Accessing the Printer Properties from an Application.
- For details about [Tray Priority], see PDL Settings.
- For details about how to remove the jammed paper, see Removing Printing Jams.

Related topics

If a Paper Mismatch Occurs

Canceling a Print Job

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If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Reset the print job

Cancel printing.

Note

- If the [Auto Continue] setting under [Machine Settings] is enabled, the machine ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after ten seconds.

Reference

- For details about [Auto Continue], see Machine Settings.

Related topics

Continuing printing using mismatched paper

Resetting the print job

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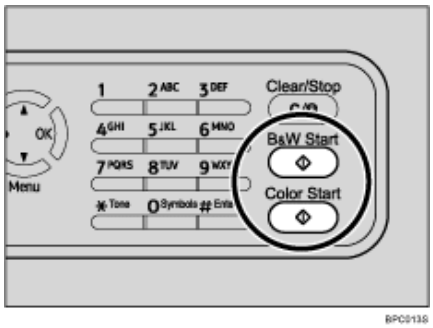
Continuing printing using mismatched paper

1 While the error message is displayed, press the [B&W Start] key or [Color Start] key.



Printing resumes on whatever paper is loaded.

Note

- If the paper is too small for the print job, the printed image will be cropped.

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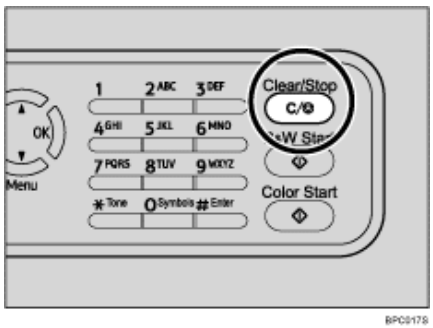
Resetting the print job

1 When the error message is displayed, press the [Clear/Stop] key.



Printing is canceled.

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Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Related topics

Canceling a print job before printing has started

Canceling a print job while printing

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Canceling a print job before printing has started

Cancel the print job from the computer.

Windows

1 Double-click the printer icon on the task bar of your computer.

2 Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].

Mac OS X

1 Start Print Center.

2 Select the name of the job you want to cancel.

3 Click the Pause icon, and then click the Trash icon.

Note

- If the printer is shared by multiple computers, be careful not to cancel the print job of another user.
- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- If you cancel a Locked Print job, the machine might have already stored some pages of the job as a Locked Print file. If this happens, use the control panel to delete the Locked Print file.
- It may take a while to cancel a large print job.

Reference

- For details about deleting a Locked Print file, see Deleting a Locked Print file.

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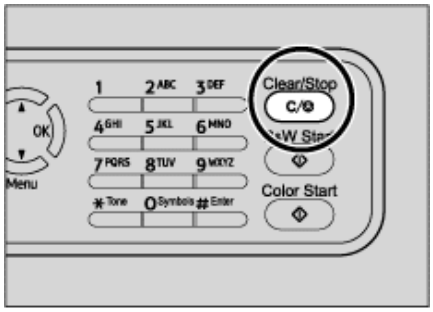
Canceling a print job while printing

Cancel the print job using the control panel.

1 Press the [Clear/Stop] key.



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Printing Confidential Documents

If you use the Locked Print function, you can password protect your print job. This means that your job is printed only after you enter the password using the machine's control panel.

This function prevents unauthorized users seeing sensitive documents at the printer.

Important

- This function is only available when using the PCL printer driver, and printing from a computer running a Windows operating system.

Related topics

Storing a Locked Print file

Printing a Locked Print file

Deleting a Locked Print file

Checking which Locked Print File Jobs Have Been Canceled

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Storing a Locked Print file

This section describes how to store a Locked Print file in the machine using the printer driver.

1 Open the file you want to print on your computer.

2 Open the printer driver's properties.

3 Click the [Setup] tab, and then select [Locked Print].

The [Password:] and [User ID:] text boxes become available.

The [User ID:] text box contains the login user name of your computer account or the user ID that you used for the previous Locked Print job.

4 Type the password (containing 4 to 8 digits) and user ID (containing up to 9 alphanumeric characters), and then click [OK].

The user ID will be used to identify your Locked Print file on the machine's control panel.

5 Execute a print command.

The print job is stored in the machine as a Locked Print file. You can print the file by entering the password using the control panel.

Note

- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.
- The machine can store a maximum of 5 jobs or 5 MB of Locked Print data at a time.
- Even if the machine cannot store any more Locked Print files, the machine holds a new Locked Print file for the period of time specified in [Locked Print] under [Machine Settings] before canceling the job. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.
- When a Locked Print job is canceled, the machine automatically records the cancellation in a log. You can use this log to identify which Locked Print jobs have been canceled.

Reference

- For details about [Locked Print], see Machine Settings.

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Printing a Locked Print file

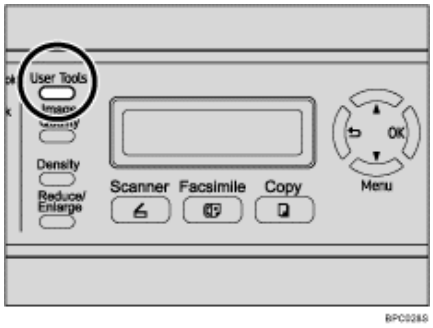
When there is a Locked Print file stored in the machine, "Locked Print Job Queued! Go to UserTools to process it" appears on the machine's control panel display.

```
Locked Print Job

Go to UserTools
```

Use the following procedure to unlock and print the Locked Print file.

1 When the Locked Print message is displayed, press the [User Tools] key.



The initial screen appears.

2 Press the [User Tools] key again.

3 Press the [▲][▼] keys to select [Locked Print], and then press the [OK] key.

4 Press the [▲][▼] keys to select the file you want to print, and then press the [OK] key.

```
Locked Print

HH:MM UserID
```

"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the user ID entered using the printer driver.

5 Press the [▲][▼] keys to select [Print Job], and then press the [OK] key.

6 Enter the password using the number keys, and then press the [OK] key.

The Locked Print file is printed.

Note

- Use the following keys to cancel operation:
  - [⮌]: Cancels the operation and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the operation and returns the display to the initial screen.
- If the machine is currently printing, you cannot print a Locked Print file. The machine beeps if you try to do so.
- While entering a password using the control panel, the machine cannot begin other print jobs.

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- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.

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Deleting a Locked Print file

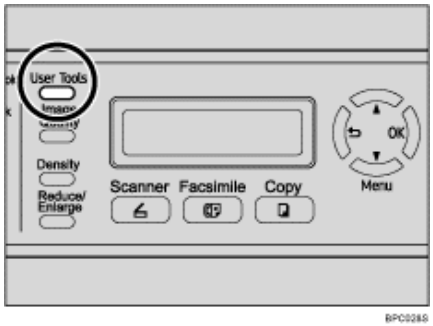
When there is a Locked Print file stored in the machine, "Locked Print Job Queued! Go to UserTools to process it" appears on the machine's control panel display.

```
Locked Print Job

Go to UserTools
```

Use the following procedure to delete a Locked Print file. You do not need to enter a password to delete a Locked Print file.

1 When the Locked Print message is displayed, press the [User Tools] key.



The initial screen appears.

2 Press the [User Tools] key again.

3 Press the [▲][▼] keys to select [Locked Print], and then press the [OK] key.

4 Press the [▲][▼] keys to select the file you want to delete, and then press the [OK] key.

```
Locked Print

HH:MM UserID
```

"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the User ID entered using the printer driver.

5 Press the [▲][▼] keys to select [Delete Job], and then press the [OK] key.

6 Press the [▲][▼] keys to select [Execute], and then press the [OK] key.

The Locked Print file is deleted.

If there are Locked Print files/logs remaining in the machine, the display returns to the list of Locked Print files/logs. If there are none remaining, the display returns to the initial screen.

Note

- Use the following keys to cancel operation:
  - [⮌]: Cancels the operation and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the operation and returns the display to the initial screen.

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Checking which Locked Print File Jobs Have Been Canceled

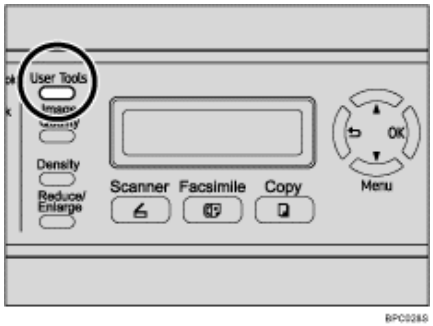
When a Locked Print job is canceled, the machine automatically records the cancellation in a log. If the machine has a created a cancellation log, "Locked Print Job Discarded! Go to UserTools to check it" will appear on the control panel display.

```
Locked Print Job

Go to UserTools
```

Use the following procedure to check which Locked Print file jobs have been canceled.

1 When the Locked Print message is displayed, press the [User Tools] key.



The initial screen appears.

2 Press the [User Tools] key again.

3 Press the [▲][▼] keys to select [Locked Print], and then press the [OK] key.

4 Press the [▲][▼] keys to find a file whose name starts with an "!" mark.

The "!" mark indicates that the job has been canceled.

```
Locked Print

!HH:MM UserID
```

"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the user ID entered using the printer driver.

To delete the log entry, proceed to the following steps.

5 Press the [OK] key.

6 Confirm that the log entry you want to delete is selected, and then press the [OK] key.

7 Press the [▲][▼] keys to select [Execute], and then press the [OK] key.

The log is deleted.

If there are Locked Print logs/files remaining in the machine, the display returns to the list of Locked Print logs/files. If there are none remaining, the display returns to the initial screen.

Note

- Use the following keys to cancel operation:

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- [↩]: Cancels the operation and returns the display to the previous screen.
- [Clear/Stop]: Cancels the operation and returns the display to the initial screen.

- The machine keeps a log of the 10 most recent canceled jobs. If a Locked Print file is canceled when the machine's log is already full, the oldest log will be deleted automatically.
- The message "Locked Print Job Discarded! Go to UserTools to check it" disappears when all log entries are cleared.
- The log will be cleared when the machine is turned off.

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Using Various Print Functions

This section briefly describes various print functions that you can use to make printouts appropriate for your purposes. For details about the functions below, see the printer driver Help.

Important

- Some functions might not be available, depending on the printer driver you are using.

Related topics

Print Quality Functions

Print Output Functions

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Print Quality Functions

Print quality and color tone can be adjusted to suit the print data. Some of the print quality settings you can configure are described below. For details, see the printer driver Help.

Printing color documents in black and white

Because black and white printing is faster than color printing, this is more efficient for documents that do not need to be printed in color. Also, the black produced in black and white printing is a more distinct black than that produced in color printing.

Saving color toner when printing

You can save color toner by printing graphics and images with less than the usual amount of toner. Text is printed as usual so that it remains clear and easy to read.

This function is not available with Mac OS X.

Changing the image printing method

You can select to print with priority on print quality or print speed. When printing images, the higher the resolution of images, the longer the time required for printing.

Changing the dither pattern

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

Changing the color profiling pattern

You can select a color profiling pattern to adjust the tone of colors according to the colors displayed on the computer screen.

Because colors on the computer screen are created using the three RGB colors while colors for printing are composed of the four CMYK colors, colors need to be converted during the printing process. Therefore, images on the printed paper may look different from those on the computer screen if adjustment is not performed.

Printing grayscale images using black or CMYK

You can print black or gray sections of an image using black toner only, instead of using all CMYK toners. Compared to the black printed with CMYK toner, this results in a black that is flatter and purer.

Using ICM (Image Color Matching)

You can use Windows ICM function to reproduce colors that appear on the computer screen as close as they are on printed paper.

To use this function, the color profile must be added to the printer. You can find the color profile in the ICM folder stored on the provided CD-ROM. For information about adding a color profile, search Windows Help for "color profile", and then see the appropriate topic.

This function is not available with Mac OS X.

Changing the method of downloading TrueType fonts to the machine

When you print documents that contain characters in TrueType fonts, garbled or distorted characters may be printed. Changing the method of downloading TrueType fonts may help to solve the problem. You can specify whether TrueType fonts are downloaded as TrueType fonts, bitmapped images, or graphics.

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Note

- If you perform color printing under Mac OS X, black and gray sections will be printed using all CMYK colors. If you want to print grayscale sections using black toner only, print the document in black and white mode.

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Print Output Functions

You can specify the form of print outputs according to your purposes. This section briefly describes some of the settings that you can specify. For details, see the printer driver Help.

Printing multiple sets of a document

You can print multiple sets of the same document.

Collating the output in document batches

You can print complete sets of a multiple-page document one set at a time (P1, P2, P1, P2 ...). If this function is not used when printing multiple sets, prints will be output in page batches (P1, P1, P2, P2 ...). This function is useful when, for example, making presentation materials.

Changing orientation or rotating the image

You can change the orientation of an image to portrait or landscape. You can also rotate the image by 180 degrees. Use rotation to prevent an image from being printed upside down when using paper that a predefined top and bottom (such as letterhead paper).

Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

When using this function, a suitable reduction or enlargement ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.

Printing on both sides of paper (duplex printing)

You can print on both sides of paper, and available binding options include booklet.

Booklet binding is not available with Mac OS X.

Reducing or enlarging the document

You can reduce or enlarge documents by a specific ratio, from 25% to 400% in 1% increments. You can also reduce or enlarge documents automatically to fit a specific paper size. This function is useful, for example, when printing Web pages.

If the [Enable Large Papers] option is selected, A3/11″ × 17″/B4/8K documents can be scaled to a size that the machine supports, so it can then be printed out.

[Enable Large Papers] is not available with Mac OS X.

Printing with a cover page

You can add a cover page to the print job.

You can select to leave the cover page blank, or print the first page of the document on the cover page. If a cover page is inserted into a duplex job, you can print on its back side also.

Paper for the cover page can either be the same as or different from the remaining pages.

Printing on custom size paper

You can print using non-standard size paper by specifying the size of the paper as custom size.

Superimposing images or text on prints (watermark)

You can superimpose watermark text and images on prints. Various predefined watermarks are provided. You can also create your own watermarks.

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The Screen in Copier Mode

This section provides information about the screen when the machine is in copier mode.

By default, the display shows the copier screen when the machine is turned on. If the scanner or fax screen is shown on the display, press the [Copy] key on the control panel to switch to the copier screen.

Screen in standby mode

- First line:
  Shows the current status of the machine and current paper size.
- Second line:
  Shows the current reduction or enlargement ratio, copy quality, and number of copies.

Note

- The start-up mode can be specified in the [Default Mode] setting under [Admin Settings].

Reference

- For details about [Default Mode], see Administrator Settings.

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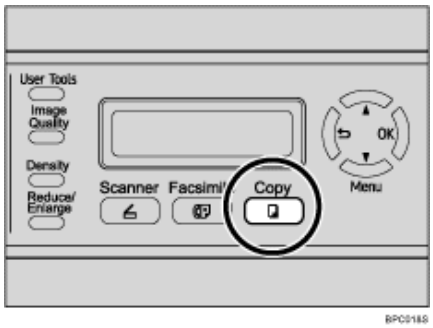
Basic Operation in Copier Mode

This section describes the basic procedure for making photocopies.

Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1 Press the [Copy] key.

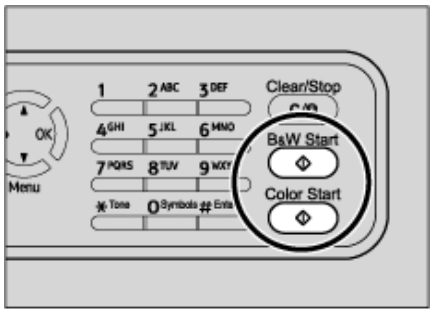


2 Place the original on the exposure glass or in the ADF.

If necessary, configure advanced photocopy settings.

3 To make multiple copies, enter the number of copies using the number keys.

4 Press the [B&W Start] key or [Color Start] key.



To make black-and-white photocopies, press the [B&W Start] key.

To make color photocopies, press the [Color Start] key.

Note

- The maximum number of copies is 99.
- You can select the paper size used for printing copies in the [Paper Select] setting under copy settings.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under copy settings.
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.

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- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

Reference

- To place the original, see Placing Originals.
- To make advanced photocopy settings, see Making Enlarged or Reduced Copies, Combining Multiple Pages, Making 2-sided Copies, and Specifying Scan Settings.
- For details about [Paper Select] or [Sort], see Copy Settings.
- For details about how to remove the jammed paper, see Removing Printing Jams or Removing Scanning Jams.

Related topics

Canceling a Copy

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Canceling a Copy

Follow the procedure below to cancel copying.

While scanning the original

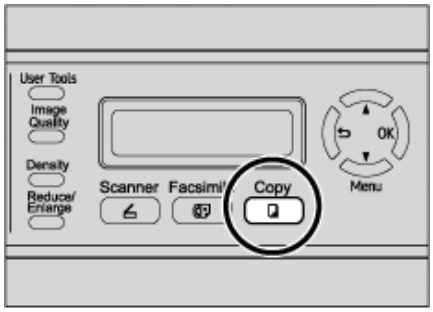
If copying is canceled while the machine is scanning the original, copying is cancelled immediately and there is no printout.

When the original is set in the ADF, scanning stops after the current page has been fed.

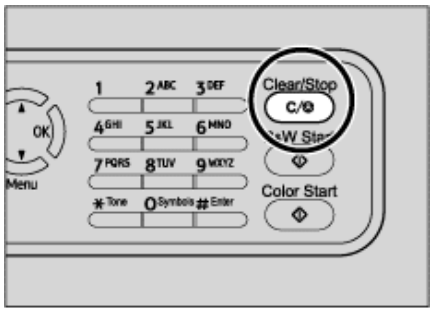
While printing

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

1 **Press the [Copy] key.**



2 **Press the [Clear/Stop] key.**



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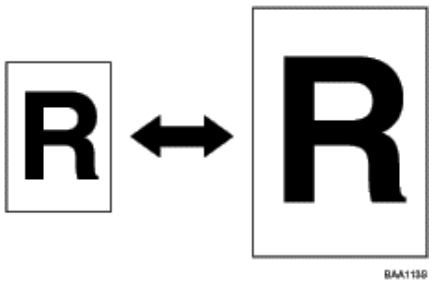
Making Enlarged or Reduced Copies

This section describes how to specify the reduction or enlargement ratio for the current job.

Scaling

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

- Preset ratio



120V

50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%

220-240V

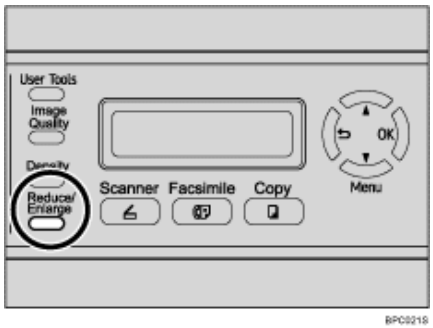
50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

- Custom ratio

25% to 400% in 1% increments.

Use this procedure to specify the reduction or enlargement ratio for the current job.

1 Press the [Reduce/Enlarge] key.



2 Press the [Reduce/Enlarge] key or [▲][▼] keys to select the desired ratio, and then press the [OK] key.

3 If [Custom 25-400%] has been selected, specify the desired ratio using the number keys, and then press the [OK] key.

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Note

- Use the following keys to cancel settings:
  - [⮌]: Cancels the changes made to settings and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.
- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in the specified ratio.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Reduce/Enlarge], see Copy Settings.
- For details about [Auto Clear], see Administrator Settings.

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Combining Multiple Pages

This section describes how to set the machine to combine multiple pages of an original onto a single sheet of paper.

There are two ways to combine multiple pages: 2-in-1/4-in-1 copy and ID card copy.

2-in-1/4-in-1 copy

You can copy two or four pages of an original onto a single sheet of paper.

ID card copy

You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

Related topics

Copying Two or Four Pages onto One Sheet

Copying Both Sides of an ID Card onto One Side of Paper

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Copying Two or Four Pages onto One Sheet

This section describes how to set 2-in-1/4-in-1 copy mode for the current job.

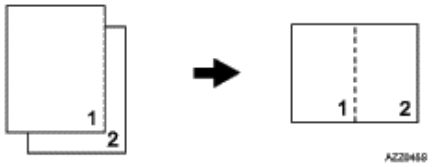
Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- To use this function, the paper size used for printing copies must be set to A4, Letter, or Legal.

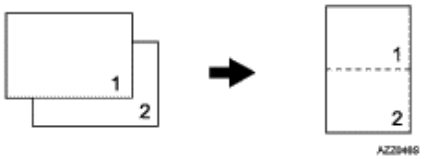
2-in-1 mode

You can copy two pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait



- Landscape

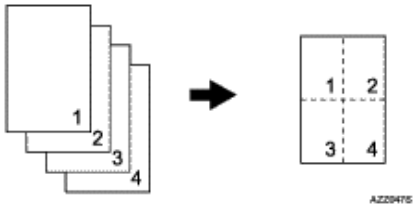


Scaling is preset according to the paper size: 71% for A4 size, 65% for Letter size, and 60% for Legal size.

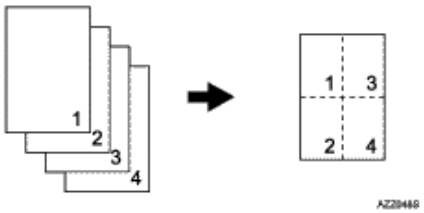
4-in-1 mode

You can copy four pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait Row



- Portrait Column



- Landscape Row

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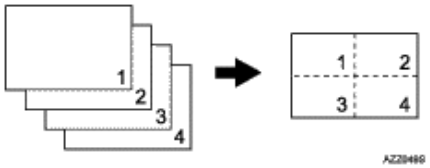
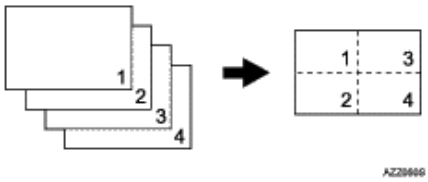


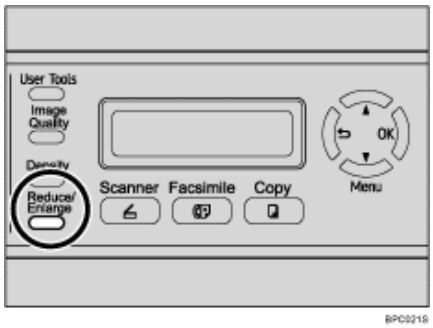
- Landscape Column



Scaling is preset to 50%, regardless of the printout paper size.

Use this procedure to set 2-in-1/4-in-1 copy mode for the current job.

1 Press the [Reduce/Enlarge] key.



2 Press the [Reduce/Enlarge] key or [▲][▼] keys to select [2in1] or [4in1], and then press the [OK] key.

3 Press the [▲][▼] keys to select the desired printout format, and then press the [OK] key.

- If [2in1] has been selected, select [Portrait] or [Landscape].
- If [4in1] has been selected, select [Portrait Row], [Portrait Column], [Landscape Row], or [Landscape Column].

Note

- Use the following keys to cancel settings:
  - [⮌]: Cancels the changes made to settings and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.
- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in 2-in-1 or 4-in-1 mode.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

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- For details about [Reduce/Enlarge], see Copy Settings.
- For details about [Auto Clear], see Administrator Settings.

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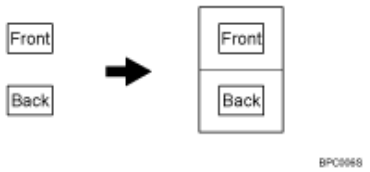
Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

When copying onto A4 size paper, you can copy documents that are smaller than A5 size. Likewise, when copying onto a Letter size paper, you can copy documents that are smaller than Half Letter size.

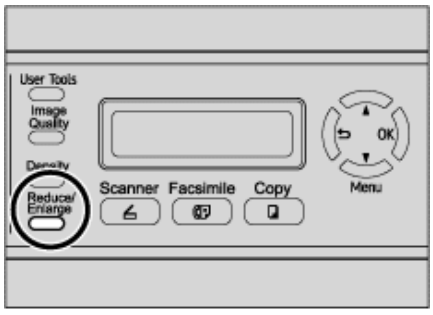
Important

- This function is only available when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A4 or Letter.



To use this function, first switch to ID card copy mode for the current job, and then perform ID card copy.

1 Press the [Reduce/Enlarge] key.

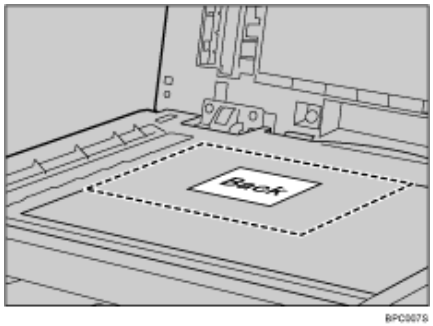


2 Press the [Reduce/Enlarge] key or [▲][▼] keys to select [ID Card Copy], and then press the [OK] key.

The machine is now in ID card copy mode. Proceed to the following steps to perform the ID card copy.

3 Place the original front side down and top to the machine rear on the exposure glass.

Place the original in the center of the A5/Half Letter scan area.



4 Press the [B&W Start] key or [Color Start] key.

A message prompting you to place the original back side down on the exposure glass appears on the

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display.

5 Within 30 seconds, place the original back side down and top to the machine rear on the exposure glass, and then press the [B&W Start] key or [Color Start] key again.

Use the same mode (color or black-and-white) for both sides.

Note

- Use the following keys to cancel settings:
  - [↩]: Cancels the changes made to settings and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.
- If you do not copy the back side within 30 seconds after copying the front side, the job will be canceled.
- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in ID card copy mode.
- Setting this function for the current job temporarily disables the [Duplex Copy] setting automatically. However, after the temporary job setting is cleared, the duplex copy function will be enabled again automatically.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.

Reference

- For details about [Reduce/Enlarge], see Copy Settings.
- For details about [Auto Clear], see Administrator Settings.

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Making 2-sided Copies

This section describes how to set the machine to make 2-sided copies by copying single-sided documents onto the front and back sides of the paper.

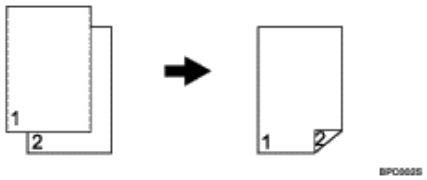
Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- Paper must be fed from tray 1 or tray 2, not from the bypass tray.
- The paper size must be A4, B5, Letter, Legal, or Executive.
- The paper type must be thin, plain, recycled, color, preprinted or prepunched.

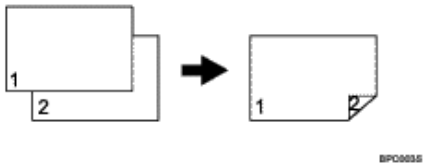
There are two copy orientation options:

Top to Top

- Portrait

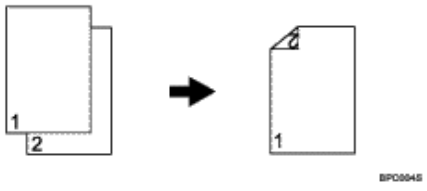


- Landscape

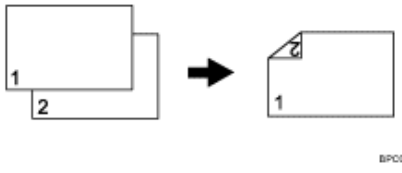


Top to Bottom

- Portrait



- Landscape



Use this procedure to set the machine to make 2-sided copies.

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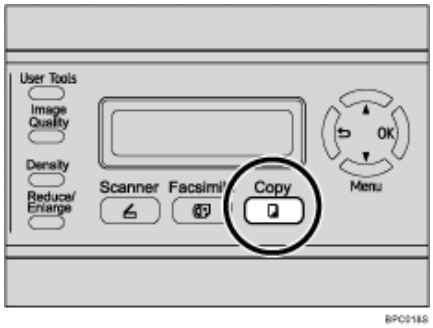
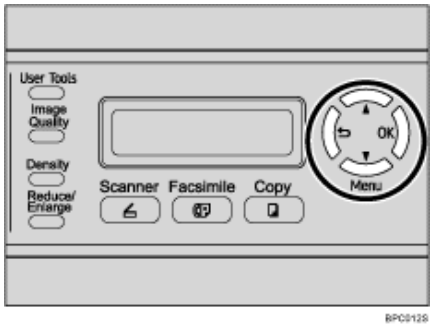
1 **Press the [Copy] key.**



2 **Press any menu key.**



3 **Press the [▲][▼] keys to select [Duplex Copy], and then press the [OK] key.**

4 **Press the [▲][▼] keys to select copy orientation from [Top to Top] or [Top to Bottom], and then press the [OK] key.**

5 **Press the [▲][▼] keys to select original orientation from [Portrait] or [Landscape], and then press the [OK] key.**

6 **Confirm the setting, and then press the [⮌] key.**

7 **Press the [Clear/Stop] key to return to the initial screen.**

"Duplex" appears on the display, indicating that the machine is now in duplex copy mode.

Note

- Use the following keys to cancel settings:
  - [⮌]: Cancels the changes made to settings and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.
- After this function is set, all subsequent copies will be 2-sided, unless you cancel the setting by selecting [Off] for [Duplex Copy].
- Setting this function automatically disables the [ID Card Copy] setting.

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Specifying Scan Settings

This section describes how to specify image density and quality for the current job.

Related topics

Adjusting Image Density

Selecting the Document Type According to Original

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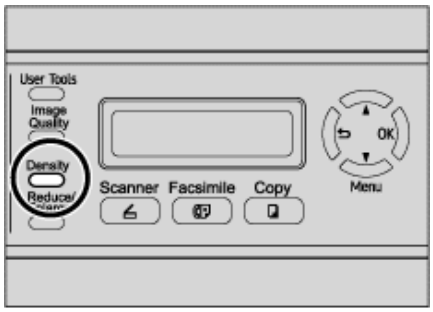
Adjusting Image Density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the printout.

1 Press the [Density] key.



2 Press the [Density] key or [▲][▼] keys to select the desired density level, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Density] setting to always make copies with a specific density level.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Density], see Copy Settings.
- For details about [Auto Clear], see Administrator Settings.

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Selecting the Document Type According to Original

This section describes how to select the best document type for the original that you are scanning.

There are three document types:

Text

Select this when the original contains only text and no photographs or pictures.

Photo

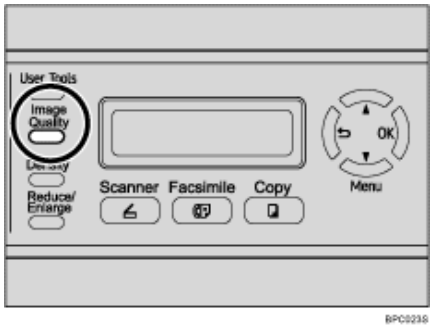
Select this when the original contains only photographs or pictures. Use this mode for the following types of original:

- Photographs
- Pages that are entirely or mainly photographs or pictures, such as magazine pages.

Mixed

Select this when the original contains both text and photographs or pictures.

1 Press the [Image Quality] key.



2 Press the [Image Quality] key or [▲][▼] keys to select the desired document type, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Quality] setting to always make copies with a specific document type.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Quality], see Copy Settings.

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- For details about [Auto Clear], see Administrator Settings.

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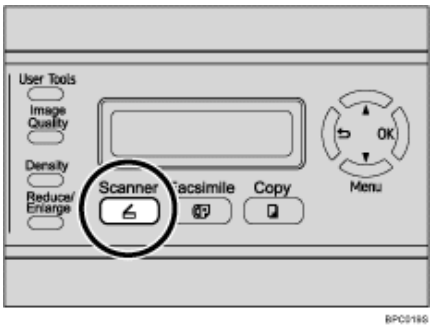
The Screen in Scanner Mode

This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the [Scanner] key on the control panel to switch to the scanner screen.



Screen in standby mode

```
Ready

Press Address
```

Note

- Scanner mode cannot be specified as the start-up mode.

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Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Browser.

Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.
- Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.

The Address Book can contain up to 100 entries, including 20 Quick Dial entries.

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

1 Start the Web browsing software, and access the machine by entering its IP address.

2 Click [One Touch Button] or [Scan Destination].

3 From the [Add New Type] list, select [E-mail], [FTP] or [Folder].

4 Register information as necessary.

The information you must register varies depending on the destination type. For details, see the tables below.

5 Enter the administrator password if required.

6 Click [Submit].

7 Close the Web browsing software.

Scan to E-mail Settings

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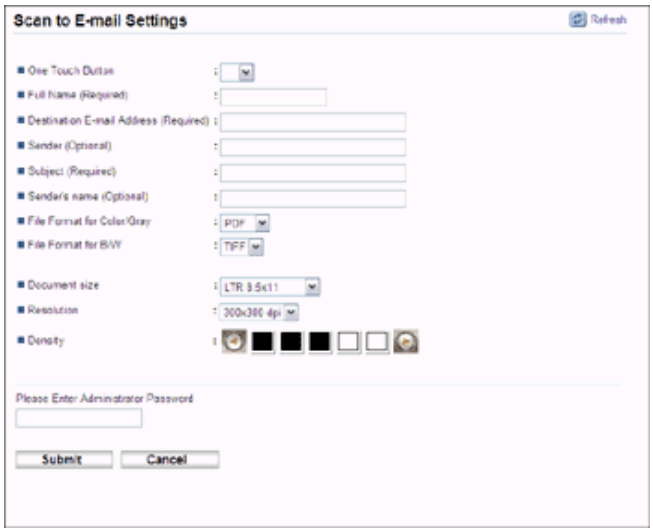

Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Sender	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or similar field of the recipient's email application. Can contain up to 32 characters.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▮▯▯▯▯ is the lightest, and ▮▮▮▮▮ is the darkest.

Scan to FTP Settings

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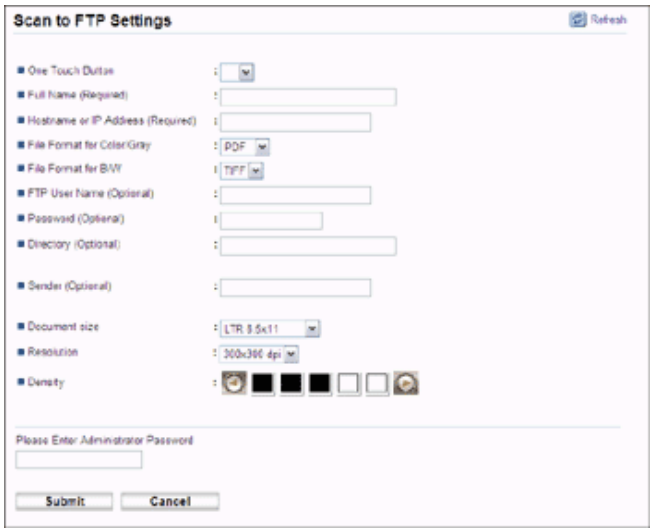

Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Host name or IP Address	Required	Name or IP address of the FTP server. Can contain up to 32 characters.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Sender	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▮▯▯▯▯ is the lightest, and ▮▮▮▮▮ is the darkest.

Scan to Folder Settings

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Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer, and name of the shared folder. Can contain up to 32 characters.
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name. Can contain up to 15 characters.
User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▮▯▯▯▯ is the lightest, and ▮▮▮▮▮ is the darkest.

Note

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- To send files via e-mail, SMTP and DNS settings must be configured properly.
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.
- The Scan to Folder destination must operate on one of the following operating systems: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, or Mac OS X.
- Scan destinations cannot be registered using the control panel.

Reference

- To test sending files to a Scan to FTP or Scan to Folder destination, see Scanning Using the Control Panel.
- For details about creating backup files, see Backing Up the Machine's Settings.
- For details about SMTP and DNS settings, see Configuring the DNS Settings and Configuring the SMTP Settings.
- For details about the time zone setting, see Configuring the SMTP Settings.
- For details about using Web Browser, see Using Web Browser.

Related topics

Modifying Scan Destinations

Deleting Scan Destinations

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Modifying Scan Destinations

This section describes how to modify the information of registered destinations.

1. **Start the Web browsing software, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Select the entry to modify, and then click [Edit].**
4. **Modify settings as necessary.**
5. **Enter the administrator password if required.**
6. **Click [Submit].**
7. **Close the Web browsing software.**

Note

- You can unassign a Quick Dial entry from a One-touch button from the [One Touch Button] page. To do this, select the desired entry, click [Exclude], and then click [Exclude] again on a confirmation page.

Reference

- For details about using Web Browser, see Using Web Browser.

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Deleting Scan Destinations

This section describes how to delete registered destinations.

1. **Start the Web browsing software, and access the machine by entering its IP address.**
2. **Click [Scan Destination].**
3. **Select the entry to delete, and then click [Delete].**
4. **Confirm that the entry you have selected is the entry that you want to delete.**
5. **Enter the administrator password if required.**
6. **Click [Delete].**
7. **Close the Web browsing software.**

Reference

- For details about using Web Browser, see Using Web Browser.

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Scanning Using the Control Panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder).

Scanning using the control panel is only available with network connection.

Related topics

Basic Operation for Sending Scanned Files

Specifying the Scan Settings

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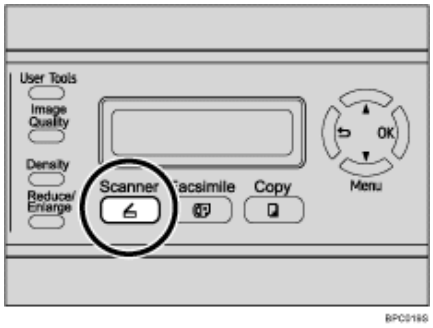
Basic Operation for Sending Scanned Files

This section describes the basic operation for scanning using the control panel. The scanned file is sent via E-mail, to an FTP server, or a computer, depending on the specified destination.

Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1 Press the [Scanner] key.

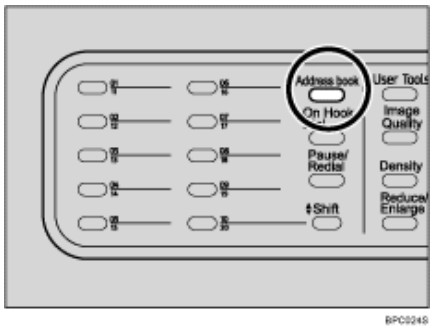


2 Place the original on the exposure glass or in the ADF.

If necessary, configure advanced scan settings.

3 Press the [Address book] key.

You can press the [▲][▼] keys to scroll the address book.



4 Search for the desired destination by entering the destination name using the number keys, and then press the [OK] key.

The screen changes to show the names that match the characters you enter.

5 Press the [B&W Start] key or the [Color Start] key.

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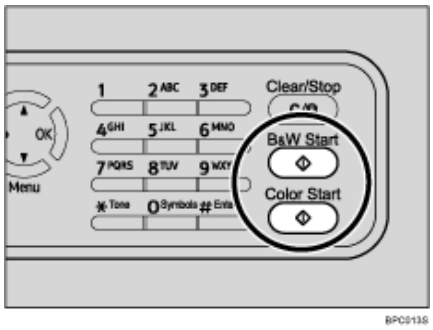

To scan in black and white, press the [B&W Start] key.

To scan in color, press the [Color Start] key.

Depending on the machine's settings, you may be prompted to place another original on the exposure glass. In this case, proceed to the next step.

6 If you have more originals to scan, place the next original on the exposure glass, and then press [1]. Repeat this step until all originals are scanned.

7 When all originals have been scanned, press [2] to start sending the scanned file.

Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.
- You can also specify a destination using the One Touch buttons or [Pause/Redial] key.
- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure.
- If the [Multi Page in A Document] setting under scanner settings is enabled, you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned.
- If paper is jammed in the ADF, the scan file is discarded. In this case, scan the entire originals again. To remove paper jams in the ADF, see Removing Scanning Jams.

Reference

- To place the original, see Placing Originals.
- To configure advanced scan settings, see Specifying the Scan Settings.
- For details about specifying the scan destination, see Specifying the scan destination.
- For details about [Multi Page in A Document] or [Limitless Scan], see Scanner Settings.
- For details about how to remove the paper jammed in the ADF, see Removing Scanning Jams.

Related topics

Specifying the scan destination

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Specifying the scan destination

This section describes how to specify a destination using the following keys:

- One Touch buttons

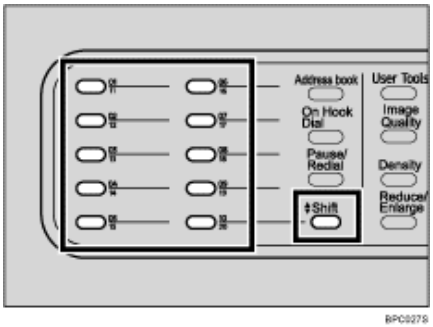
  Use these to specify destinations registered as Quick Dial entries.
- [Pause/Redial] key

  Press this to specify the last used destination as the destination for the current job.

Using the One Touch buttons

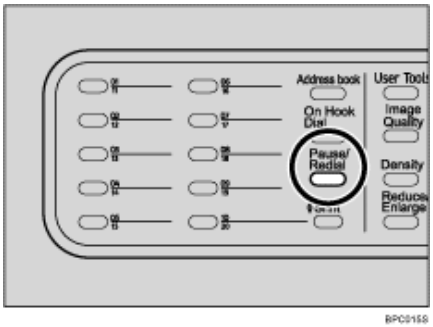
Press the One Touch button to which the desired Quick Dial entry is registered.

Press the [Shift] key to toggle the One Touch buttons between Quick Dial entries Nos.1 to 10 and Nos. 11 to 20.



Using the [Pause/Redial] key

Press the [Pause/Redial] key to select the last used destination.



Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.
- The [Pause/Redial] key is not effective for the first scan job after the machine is turned on.
- To select destinations not registered as Quick Dial entries, use the [Address book] key.

Reference

- For details about how to specify destinations using the [Address book] key, see Basic Operation for Sending Scanned Files.

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Specifying the Scan Settings

This section describes how to specify the scanning size, image density, and resolution for the current job.

When a scan destination is specified

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book.

This allows you to send scanned files without having to reconfigure the scan settings according to each destination. If necessary, you can change the scan settings using the control panel.

Note

- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.
- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.
- If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.

Related topics

Specifying the scanning size according to the size of the original

Adjusting image density

Specifying resolution

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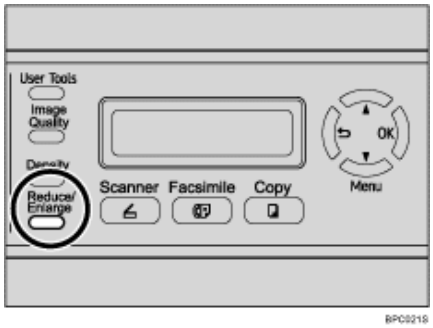
Specifying the scanning size according to the size of the original

This section describes how to specify the scanning size according to the size of the current original.

1 Press the [Reduce/Enlarge] key.



2 Press the [Reduce/Enlarge] key or [▲][▼] keys to select the size of the original, and then press the [OK] key.

If you selected anything other than [Custom], you do not need to perform the remaining steps of the procedure.

3 Press the [▲][▼] keys to select [mm] or [Inch], and then press the [OK] key.

4 Enter the horizontal value using the number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in 1 mm or 0.1 inch increments.

5 Confirm the setting, and then press the [OK] key.

6 Enter the vertical value using the number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in 1 mm or 0.1 inch increments.

Note

- Use the following keys to cancel settings:
  - [↩]: Cancels the changes made to settings and returns the display to the previous screen.
  - [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.
- You can change the machine's default [Document Size] setting to always scan originals with a specific scanning size.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

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Reference

- For details about [Document Size], see Scanner Settings.
- For details about [Auto Clear], see Administrator Settings.

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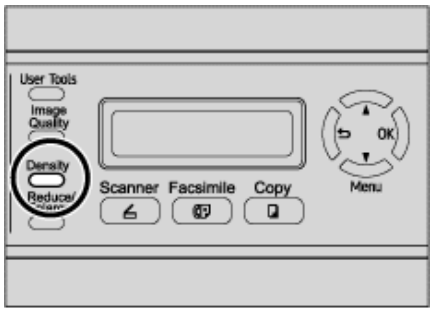
Adjusting image density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the scanned image.

1 Press the [Density] key.



2 Press the [Density] key or [▲][▼] keys to select the desired density level, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Density] setting to always scan with a specific density level.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Density], see Scanner Settings.
- For details about [Auto Clear], see Administrator Settings.

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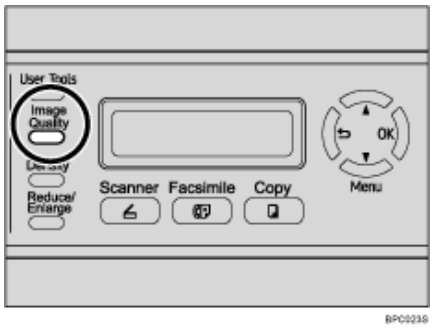
Specifying resolution

This section describes how to specify the scan resolution for the current job.

There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

1 Press the [Image Quality] key.



2 Press the [Image Quality] key or [▲][▼] keys to select the desired resolution, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Resolution] setting to always scan with a specific resolution level.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Resolution], see Scanner Settings.
- For details about [Auto Clear], see Administrator Settings.

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Scanning from a Computer

Scanning from a computer (TWAIN scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning is available with both USB and network connections.

1 Run a TWAIN-compatible application.

2 Select this machine within the application to display the TWAIN dialog box.

Note

- For more information, see the TWAIN driver Help or the manual for your application.
- The machine supports WIA scanning, an additional method of scanning originals from your computer, for USB connection.

  WIA scanning is possible if your computer is running a WIA-compatible application. For more information, see the manual for your application.

Related topics

Settings you can configure in the TWAIN dialog box

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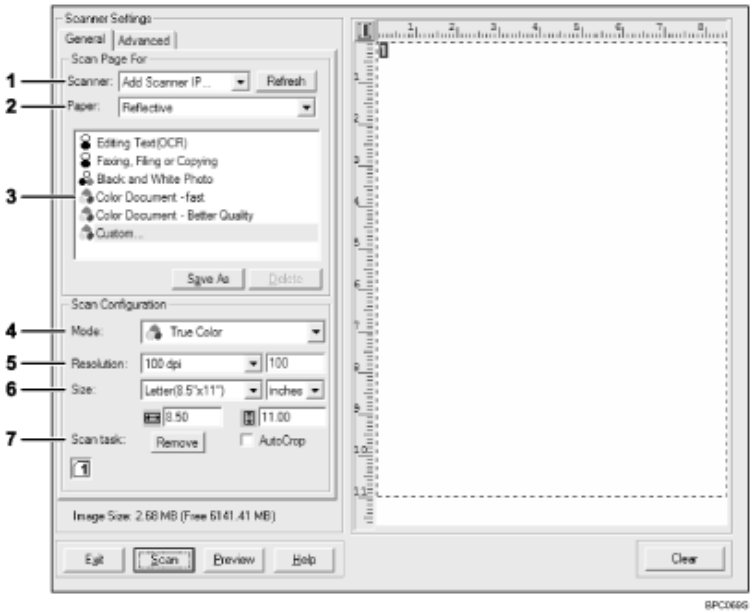
Settings you can configure in the TWAIN dialog box

This section describes the settings in you can configure in the TWAIN dialog box.



1. **Scanner:**

   Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. **Paper:**

   Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. **Original type**

   According to your original, select a setting from the list of options detailed below, or select [Custom] to configure your own scan settings.

   - When using the exposure glass:

     [Editing Text (OCR)]

     Select this to scan business letters, contracts, memos, or other documents in editable form.

     [Faxing, Filing, or Copying]

     Select this to scan newspaper and magazine articles, receipts, forms, or other printed text material.

     [Black & White Photo]

     Select this to scan black and white photographs as grayscale images.

     [Color Document - fast]

     Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

     [Color Document - Better Quality]

     Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

     [Custom...]

     Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking [Save As] or [Delete], respectively.

   - When using the ADF:

     [ADF-Faster]

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Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

[ADF-Better]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

[ADF-gray]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs as grayscale images.

[Custom...]

Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking [Save As] or [Delete], respectively.

4. **Mode:**

   Select from color, grayscale, or black-and-white.

5. **Resolution:**

   Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

   Selectable resolutions vary depending on where the original is set.

   - When using the exposure glass:

     75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined

   - When using the ADF:

     75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. **Size:**

   Select the scanning size. If you select [User defined], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels].

7. **Scan task:**

   Displays a maximum of 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. When scanning from the exposure glass, you can select [Auto Crop] to let the scanner automatically detect the size of your original.

Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

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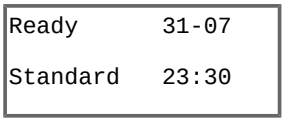
The Screen in Fax Mode

This section provides information about the screen in fax mode.

By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the [Facsimile] key on the control panel to switch to the fax screen.

Screen in standby mode



- First line:
  Shows the current status of the machine and current month and date.
- Second line:
  Shows the current resolution setting and current time.

Note

- The machine's default mode at power on can be specified in the [Default Mode] setting under [Admin Settings].
- The display format for time and date can be specified in [Date/Time Setup] under [Admin Settings].

Reference

- For details about [Default Mode] or [Date/Time Setup], see Administrator Settings.

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Setting the Date and Time

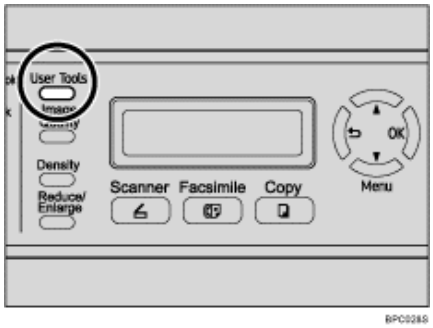
This section describes how to set the time and date for the machine's internal clock, and how to select the display format.

- Date

  Year, month, date, and date format (MM/DD/YYYY, DD/MM YYYY, or YYYY MM/DD)
- Time

  Hour, minute, time format (12- or 24-hour), and AM/PM stamp (when 12-hour time format is selected)

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [Date/Time Setup], and then press the [OK] key.

5 Press the [▲][▼] keys to select [Date Setting], and then press the [OK] key.

6 Enter the current year using the number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in the increments of 1.

7 Enter the current month using the number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in the increments of 1.

8 Enter the current day using the number keys, and then press the [OK] key.

You can press the [▲][▼] keys to change the value in the increments of 1.

9 Press the [▲][▼] keys to select the desired date format, and then press the [OK] key.

10 Confirm the setting, and then press the [OK] key.

11 Press the [▲][▼] keys to select [Time Setting], and then press the [OK] key.

12 Select the desired time format using [▲][▼] keys, and then press the [OK] key.

If you selected [24 hours], proceed to step 14 .

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If you selected [12 hours], proceed to the next step.

13 Press the [▲][▼] keys to select [Am] or [Pm], and then press the [OK] key.

14 Enter the current hour using the number keys, and then press the [OK] key.

15 Enter the current minute using the number keys, and then press the [OK] key.

16 Confirm the current setting, and then press the [OK] key.

17 Press the [⮌] key to return to the previous level of menu tree.

18 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.
- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].
- Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel or Web Browser. The Address Book allows you to specify fax destinations quickly and easily.

Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.

The Address Book can contain up to 70 entries (20 Quick Dial entries and 50 Speed Dial entries).

Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

Speed Dial entries

Destinations registered as Speed Dial entries can be selected by pressing the [Address book] key, and then entering the corresponding registration number.

Reference

- For details about creating backup files, see Backing Up the Machine's Settings.

Related topics

Registering Fax Destinations Using the Control Panel

Registering Fax Destinations Using Web Browser

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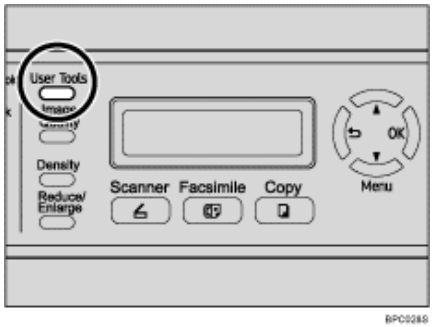
Registering Fax Destinations Using the Control Panel

This section describes how to register destinations using the control panel.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Fax Directory], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [Quick Dial Entry] or [Speed Dial Entry], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired Quick Dial entry number (01 to 20) or Speed Dial entry number (01 to 50), and then press the [OK] key.

6 Press the [▲][▼] keys to select [Fax # Entry], and then press the [OK] key.

7 Enter the fax number (up to 40 characters), and then press the [OK] key.

8 Press the [▲][▼] keys to select [Fax Name Entry], and then press the [OK] key.

9 Enter the name (up to 20 characters), and then press the [OK] key.

10 Confirm the setting, and then press the [OK] key.

11 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [↩] key to exit to the previous level of the menu tree.
- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause.

  You can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "✱" in the fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- A password for accessing the [Fax Directory] menu can be specified in [Admin Menu Lock].

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Reference

- For details about entering characters, see Entering Characters.
- For details about [Pause Key Time], see Fax Transmission Settings.
- For details about [Admin Menu Lock], see Administrator Settings.

Related topics

Modifying fax destinations

Deleting fax destinations

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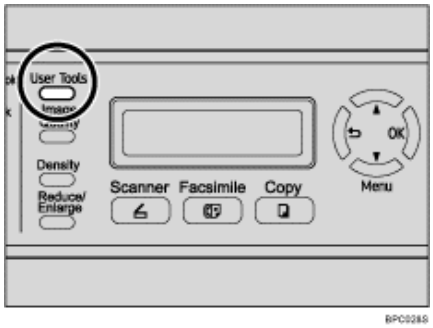
Modifying fax destinations

This section describes how to modify the information of registered destinations.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Fax Directory], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [Quick Dial Entry] or [Speed Dial Entry], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired entry, and then press the [OK] key.

6 Press the [▲][▼] keys to select [Fax # Entry], and then press the [OK] key.

7 Modify the number as necessary, and then press the [OK] key.

8 Press the [▲][▼] keys to select [Fax Name Entry], and then press the [OK] key.

9 Modify the name as necessary, and then press the [OK] key.

10 Confirm the setting, and then press the [OK] key.

11 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [↩] key to exit to the previous level of the menu tree.
- A password for accessing the [Fax Directory] menu can be specified in [Admin Menu Lock].

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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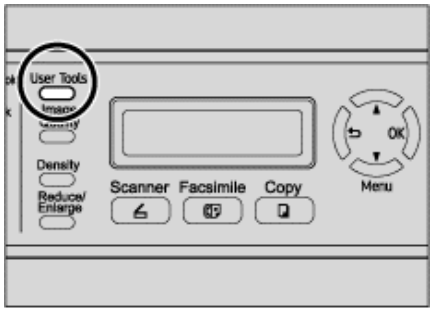
Deleting fax destinations

This section describes how to delete registered destination.

1 **Press the [User Tools] key.**



2 **Press the [▲][▼] keys to select [Fax Directory], and then press the [OK] key.**

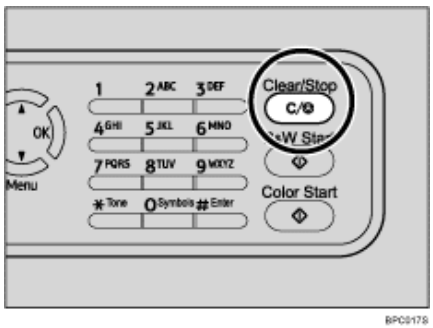
3 **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**

4 **Press the [▲][▼] keys to select [Quick Dial Entry] or [Speed Dial Entry], and then press the [OK] key.**

5 **Press the [▲][▼] keys to select the desired entry, and then press the [OK] key.**

6 **Press the [▲][▼] keys to select [Fax # Entry], and then press the [OK] key.**

7 **Press the [Clear/Stop] key to delete the existing fax number, and then press the [OK] key.**



8 **Press the [▲][▼] keys to select [Fax Name Entry], and then press the [OK] key.**

9 **Press the [Clear/Stop] key to delete the existing name, and then press the [OK] key.**

10 **Confirm that the information has been deleted, and then press the [OK] key.**

11 **Press the [Clear/Stop] key to return to the initial screen.**

Note

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- You can press the [↩] key to exit to the previous level of the menu tree.
- A password for accessing the [Fax Directory] menu can be specified in [Admin Menu Lock].

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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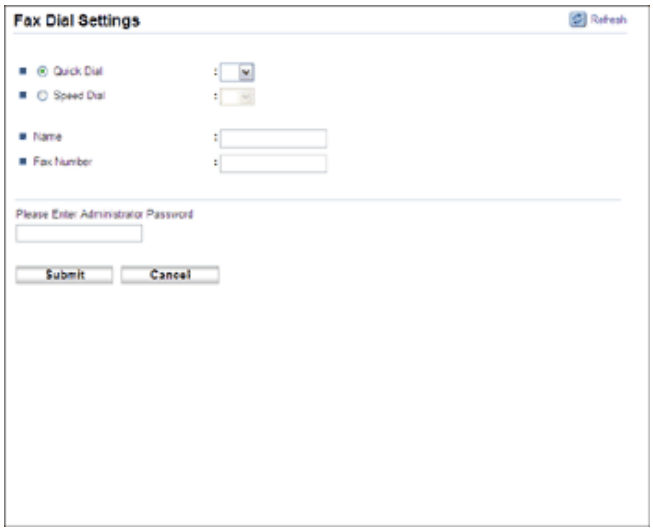
Registering Fax Destinations Using Web Browser

This section describes how to register destinations using Web Browser.

1. **Start the Web browsing software and access the machine by entering its IP address.**
2. **Click [One Touch Button] or [Fax Speed Dial].**
3. **From the [Add New Type] list, select [Fax].**
4. **Select [Quick Dial] or [Speed Dial], and then select the registration number from the list.**
5. **Register [Name] and [Fax Number] as necessary.**
6. **Enter the administrator password if required.**
7. **Click [Submit].**
8. **Close the Web browsing software.**

Fax destination settings



Item	Setting	Description
Quick Dial / Speed Dial	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters.

Note

- A fax number can contain 0 to 9, pause, "✱", "#", and space.

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- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.

Reference

- For details about [Pause Key Time], see Fax Transmission Settings.
- For details about using Web Browser, see Using Web Browser.

Related topics

Modifying fax destinations

Deleting fax destinations

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Modifying fax destinations

This section describes how to modify the information of registered destinations.

1 Start the Web browsing software and access the machine by entering its IP address.

2 Click [One Touch Button] or [Fax Speed Dial].

If you modify the Speed Dial entry, proceed to step 4 .

3 Click [Fax Quick Dial].

4 Select the entry to modify, and then click [Edit].

5 Modify settings as necessary.

6 Enter the administrator password if required.

7 Click [Submit].

8 Close the Web browsing software.

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Deleting fax destinations

This section describes how to delete registered destination.

1 Start the Web browsing software and access the machine by entering its IP address.

2 Click [One Touch Button] or [Fax Speed Dial].

If you delete the Speed Dial entry, proceed to step 4 .

3 Click [Fax Quick Dial].

4 Select the entry to delete, and then click [Delete].

5 Confirm that the entry you have selected is the entry that you want to delete.

6 Enter the administrator password if required.

7 Click [Submit].

8 Close the Web browsing software.

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Sending a Fax

This section describes the transmission modes and the basic operations for sending a fax.

Important

- It is recommended that you call the receiver and confirm with them when sending important documents.

Related topics

Selecting Transmission Mode

Basic Operation for Sending a Fax

Specifying the Fax Destination

Useful Sending Functions

Specifying the Scan Settings

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Selecting Transmission Mode

This section describes how to select the transmission mode.

There are two transmission modes: Memory Transmission and Immediate Transmission.

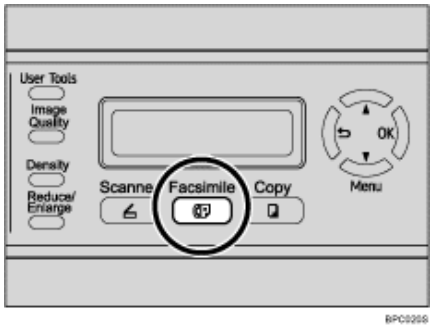
Memory Transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

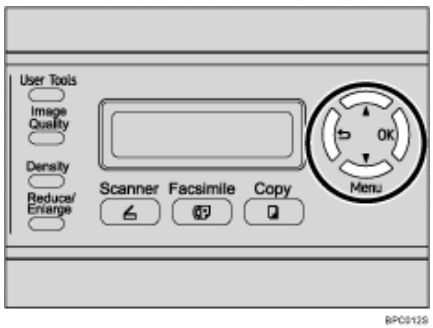
Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1 Press the [Facsimile] key.



2 Press any menu key.



3 Press the [▲][▼] keys to select [Immediate TX], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Off], [On], or [Next Fax Only], and then press the [OK] key.

For Memory Transmission, select [Off].

For Immediate Transmission, select [On] or [Next Fax Only].

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [⮌] key.

6 Press the [Clear/Stop] key to return to the initial screen.

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Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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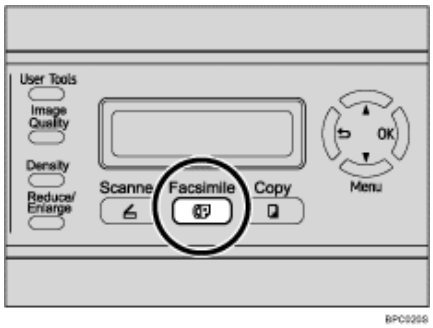
Basic Operation for Sending a Fax

This section describes the basic operation for sending a fax.

Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1 Press the [Facsimile] key.

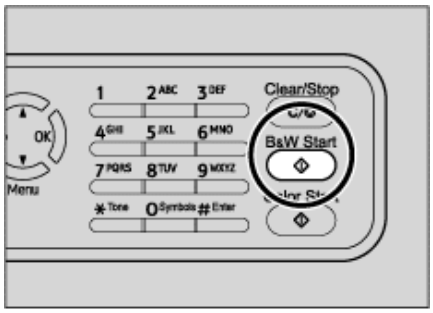


2 Place the original on the exposure glass or in the ADF.

If necessary, configure the advanced scan settings.

3 Enter the fax number (up to 40 characters) using the number keys.

4 Press the [B&W Start] key.



When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5 If you have more originals to scan, press [1] within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned.

If you do not press [1] within 60 seconds, the machine will start to dial the destination.

6 When all originals have been scanned, press [2] to start sending the fax.

Note

- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You

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can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- You can also specify a destination using the One Touch buttons, Speed Dial function, or [Pause/Redial] key. In addition, you can specify multiple destinations and broadcast the fax you are sending.
- When in Memory Transmission mode, you can enable the [Auto Redial] setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission.
- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again.

Reference

- For details about entering characters, see Entering Characters.
- To place the originals, see Placing Originals.
- To configure advanced scan settings, see Specifying the Scan Settings.
- For details about other methods of specifying destinations, see Specifying the Fax Destination.
- For details about [Auto Redial] or [Pause Key Time], see Fax Transmission Settings.
- For details about how to remove the paper jammed in the ADF, see Removing Scanning Jams.

Related topics

Canceling a fax

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Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Immediate Transmission mode

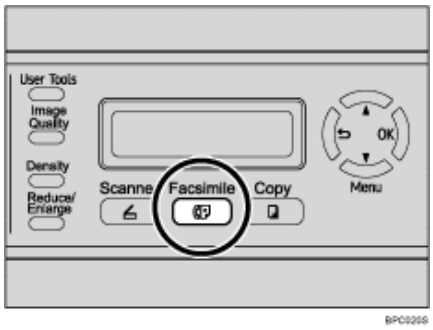
If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Memory Transmission mode

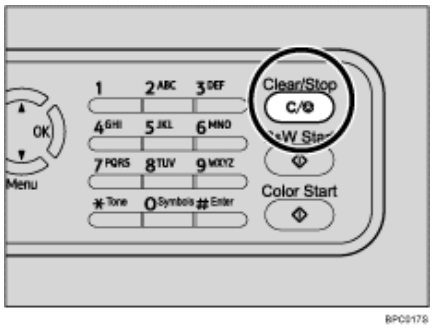
If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

1 Press the [Facsimile] key.



2 Press the [Clear/Stop] key.



Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.

Reference

- For details about the broadcasting function, see Specifying the destination using the broadcast function.

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Specifying the Fax Destination

This section describes how to specify the destination when sending a fax.

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using the One Touch buttons
- Using Speed Dial
- Using the Broadcast function
- Using the Redial function

Related topics

Specifying the destination using the One Touch buttons

Specifying the destination using Speed Dial

Specifying the destination using the broadcast function

Specifying the destination using the redial function

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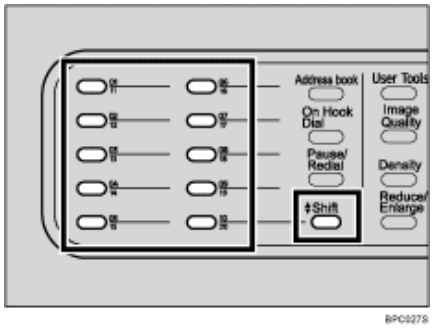
Specifying the destination using the One Touch buttons

This section describes how to select a destination registered as a Quick Dial entry using One Touch buttons.

1 Press the One Touch button to which the desired Quick Dial entry is registered.

Press the [Shift] key if you want to use Quick Dial entries Nos. 11 to 20 before pressing a One Touch button.



Note

- You can check the registered names and fax numbers by printing a report.

Reference

- For details about registering the Quick Dial entries, see Registering Fax Destinations.
- For details about printing the Quick Dial list, see Reports Print.

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Specifying the destination using Speed Dial

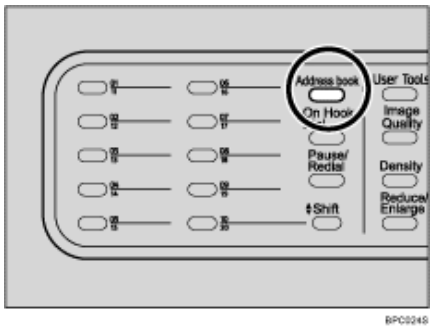
This section describes how to select a destination registered as a Speed Dial entry.

There are two ways to select a destination:

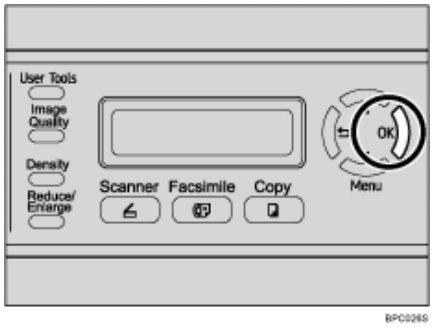
- Entering a Speed Dial number
- Searching by Speed Dial name

Entering a Speed Dial number

1 Press the [Address book] key twice.



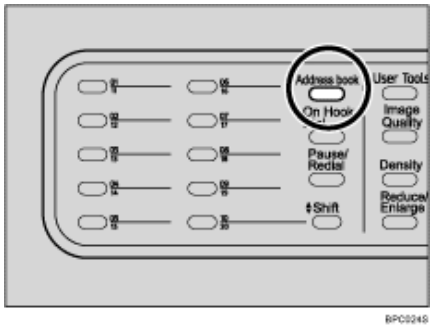
2 Enter the registered number (1-50) of the Speed Dial entry using the number keys, and then press the [OK] key.



Searching by Speed Dial name

1 Press the [Address book] key.

You can press the [▲][▼] keys to scroll through the Address Book.



2 Enter the first letters of the desired Speed Dial entry's name using the number keys.

Each time you enter a character, the display changes to show matching names.

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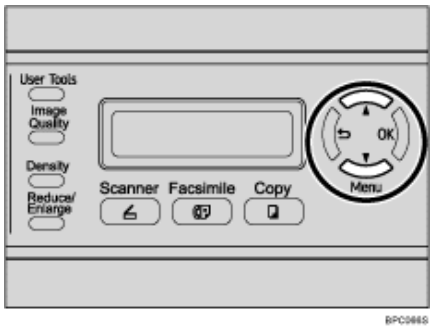

3 Confirm that the desired entry is shown on the display, and then press the [OK] key.

Note

- When searching through the Address Book, only the Speed Dial entries will be found, not the Quick Dial entries.
- You can check the registered names and fax numbers by printing a report.

Reference

- For details about entering characters, see Entering Characters.
- For details about registering the Speed Dial entries, see Registering Fax Destinations.
- For details about printing the Speed Dial list, see Reports Print.

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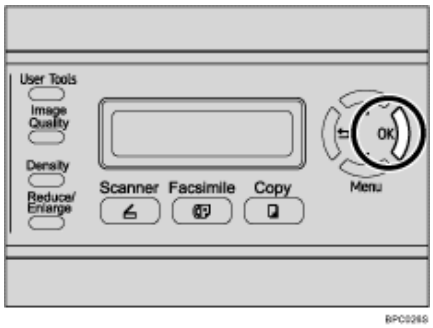
Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously. You can broadcast faxes to a maximum of 100 destinations.

Faxes are sent to destinations in the order they were specified.

1 Specify the destination using Quick Dial, Speed Dial, or the number keys.

2 Press the [OK] key.



Repeat these steps to add further destinations.

Note

- While specifying multiple destinations, you can press the [Clear/Stop] key to clear all destinations.
- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- While broadcasting, pressing the [Clear/Stop] key cancels the fax to the current destination only.

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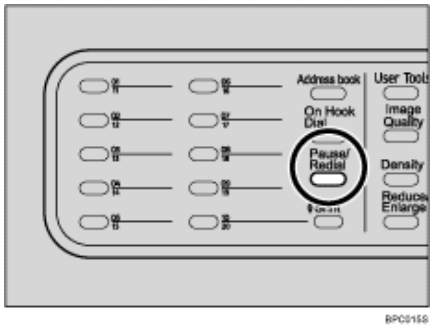
Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1 Press the [Pause/Redial] key.



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Useful Sending Functions

This section explains some useful fax functions.

You can confirm the status of the other party's machine easily before sending a fax by using the On Hook Dial function. If you have an extra telephone, you can talk and send a fax in one call.

Important

- This function is available in Immediate Transmission mode only.

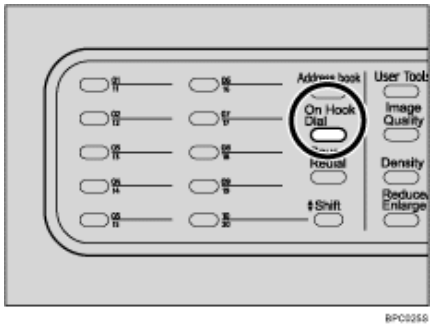
Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

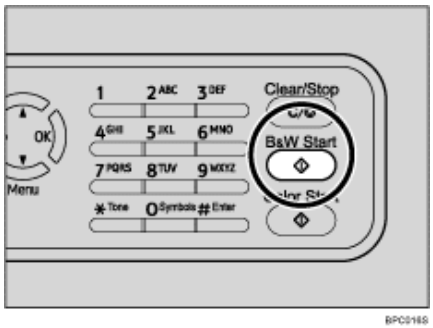
1 Press the [Facsimile] key.

2 Place the original.

3 Press the [On Hook Dial] key.



4 Specify the destination using the number keys, and then press the [B&W Start] key.



5 Press [1], and then press the [B&W Start] key.

Reference

- For details about selecting the transmission mode, see Selecting Transmission Mode.

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial. This function is useful when you want to ensure that the fax will be received.

1 Place the original.

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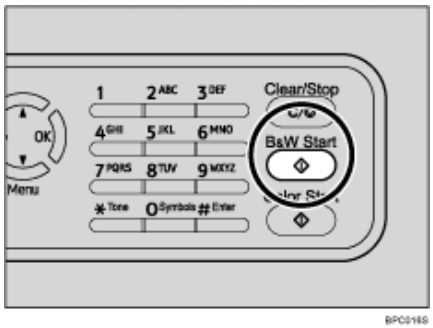
2 Pick up the handset of the external telephone.

3 Specify the destination using the external telephone.

4 When the other party answers, ask them to press their fax start button.

5 If you hear a high pitched tone, press the [Facsimile] key, and then press the [B&W Start] key.



6 Press [1], and then press the [B&W Start] key.

7 Replace the handset.

Reference

- For details about connecting an external telephone, see Connecting to a Telephone Line.
- For details about selecting the transmission mode, see Selecting Transmission Mode.

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Specifying the Scan Settings

This section describes how to specify image density and resolution for the current scan job.

Related topics

Adjusting image density

Specifying the resolution

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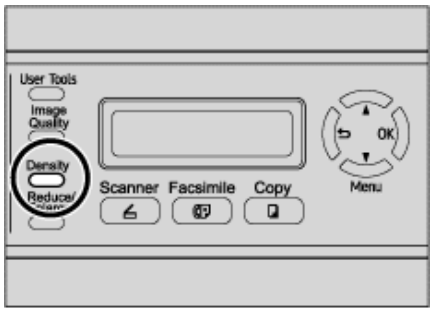
Adjusting image density

This section describes how to adjust image density for the current job.

There are three image density levels. The darker the density level, the darker the printout.

1 Press the [Density] key.



2 Press the [Density] key or [▲][▼] keys to select the desired density level, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Density] setting to always scan with a specific density level.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Density], see Fax Transmission Settings.
- For details about [Auto Clear], see Administrator Settings.

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Specifying the resolution

This section describes how to specify the scan resolution for the current job.
There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

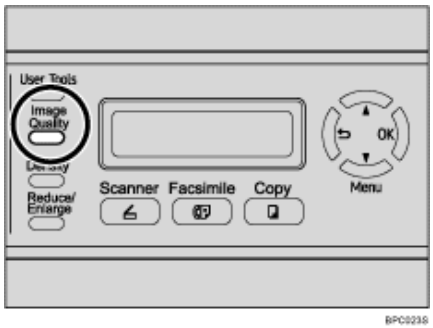
Fine

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1 Press the [Image Quality] key.



2 Press the [Image Quality] key or [▲][▼] keys to select the desired resolution setting, and then press the [OK] key.

Note

- Press the [⮌] key or [Clear/Stop] key to discard the current change and return to the initial screen.
- You can change the machine's default [Resolution] setting to always scan with a specific resolution level.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [Auto Clear] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Resolution], see Fax Transmission Settings.
- For details about [Auto Clear], see Administrator Settings.

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Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Important

- This functions is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008. Mac OS X does not support this function.

Related topics

Configuring the LAN-Fax Address Book

Basic Operation for Sending Faxes from a Computer

Configuring Transmission Settings

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Configuring the LAN-Fax Address Book

This section describes the LAN-Fax Address Book. Configure the LAN-Fax Address Book on the computer. The LAN-Fax Address Book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax Address Book can contain up to 1000 entries, including individual destinations and groups of destinations.

Note

- You can configure separate LAN-Fax Address Books for each user account on your computer.
- You can import and export the LAN-Fax Address Book as required.

Related topics

Opening the LAN-Fax Address Book

Registering destinations

Modifying destinations

Registering groups

Modifying groups

Deleting individual destinations or groups

Exporting/Importing LAN-Fax Address Book data

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Opening the LAN-Fax Address Book

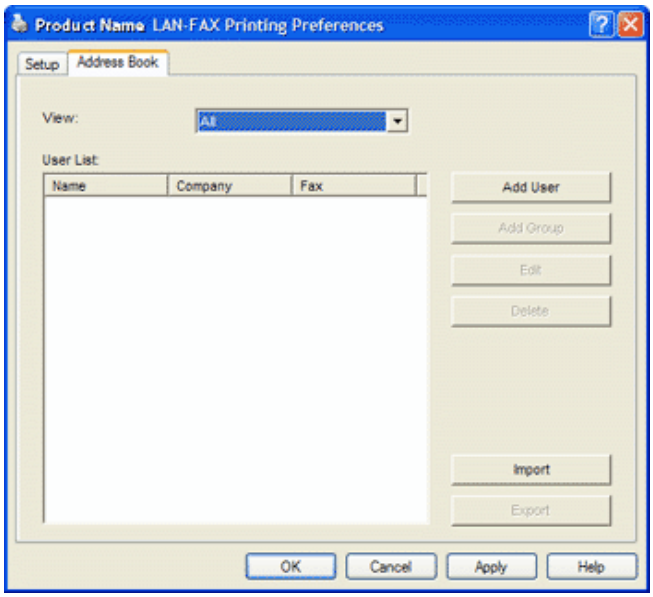
This section describes how to open the LAN-Fax Address Book.

1 On the [Start] menu, click [Printers and Faxes].

2 Click the icon of the LAN-Fax driver.

3 On the [File] menu, click [Printing Preferences...].

4 Click the [Address Book] tab.



Note

- The procedure for opening the driver's properties may vary depending on the operating system.
- From the [View] list, you can select the type of destinations to display.
  - [All]: Displays all destinations.
  - [Group]: Displays groups only.
  - [User]: Displays individual destinations only.

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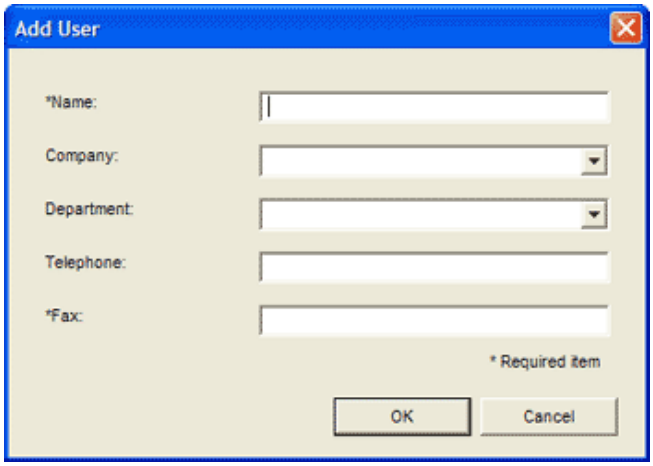
Registering destinations

This section describes how to register destinations in the LAN-Fax Address Book.

1 Open the LAN-Fax Address Book, and then click [Add User].



2 Register the required information and click [OK].

For details, see the table below.

Setting LAN-Fax destinations

Item	Setting	Description
Name	Required	Name of the destination. Can contain up to 32 characters.
Company	Optional	Company name of the destination. Can contain up to 64 characters. You can select from registered data.
Department	Optional	Department name of the destination. Can contain up to 64 characters. You can select from registered data.
Telephone	Optional	Telephone number of the destination. Can contain up to 40 characters.
Fax	Required	Fax number of the destination. Can contain up to 40 characters.

Note

- A telephone number or fax number can contain 0 to 9, "P" (pause), "*", "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click [No] and enter a different name. Clicking [Yes] allows you to register it under the same name.

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- You can partly modify an existing destination and register it as a new one with similar information.

Reference

- For details about [Pause Key Time], see Fax Transmission Settings.
- For details about how to register a new destination similar to an existing one, see Modifying destinations.

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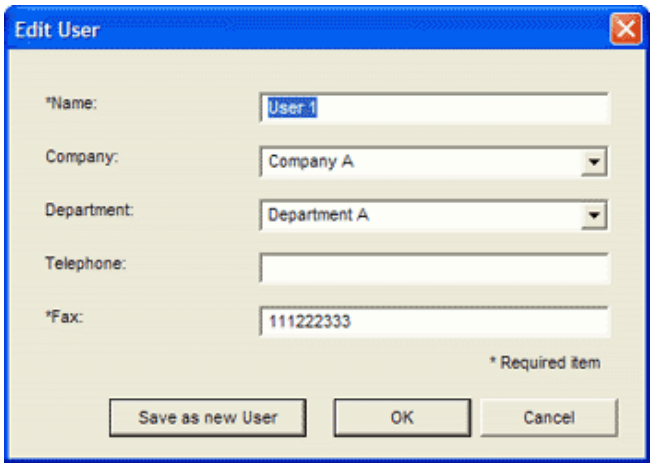
Modifying destinations

This section describes how to modify registered destinations.

1 Open the LAN-Fax Address Book, select the destination you want to modify from the [User List], and then click [Edit].



2 Modify information as necessary, and then click [OK].

Click [Save as new user] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].

Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click [No] and enter a different name. Clicking [Yes] allows you to register it under the same name.

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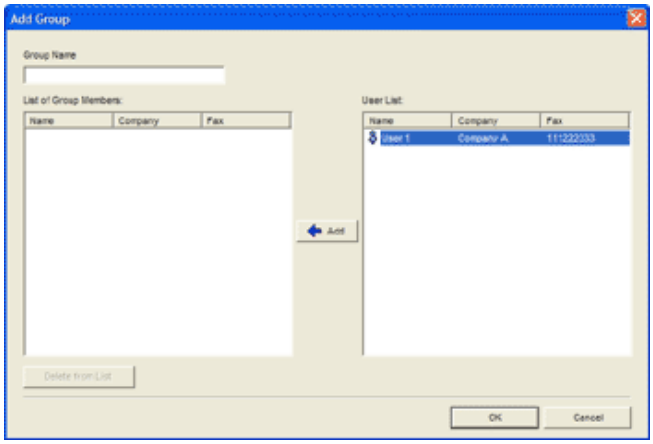
Registering groups

This section describes how to register groups of destinations.

A group can contain up to 100 individual destinations.

1 Open the LAN-Fax Address Book, and then click [Add Group].



2 Enter the group name in [Group Name].

3 Select the destination you want to include in the group from [User List], and then click [Add].

To delete a destination from a group, select the destination you want to delete from [List of Group Members], and then click [Delete from List].

4 Click [OK].

Note

- A group must contain at least one destination.
- A group name must be specified for a group. No two groups can have the same group name.
- A single destination can be included in more than one group.

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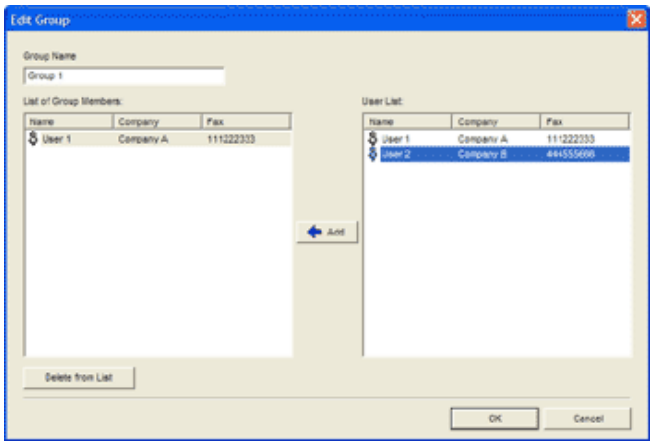
Modifying groups

This section describes how to modify registered groups.

1 Open the LAN-Fax Address Book, select the group you want to modify from the [User List], and then click [Edit].



2 To add a destination to the group, select the destination you want to add from [User List] and click [Add].

3 To delete a destination from the group, select the destination you want to delete from [List of Group Members], and then click [Delete from List].

4 Click [OK].

Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. Click [OK] and register it under a different name.

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Deleting individual destinations or groups

This section describes how to delete individual destinations or groups from the LAN-Fax Address Book.

1 Open the LAN-Fax Address Book, select the destination you want to delete from [User List], and then click [Delete].

A confirmation message appears.

2 Click [Yes].

Note

- A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax Address Book. If you are deleting the last destination from a group, a message asking you to confirm the deletion appears. Click [OK] if you want to delete the group.
- Deleting a group does not delete the destinations it contains from the LAN-Fax Address Book.

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Exporting/Importing LAN-Fax Address Book data

This section describes how to export or import LAN-Fax Address Book data.

Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format.

Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

Exporting LAN-Fax Address Book data

Follow this procedure to export LAN-Fax Address Book data.

1 Open the LAN-Fax Address Book, and then click [Export].

2 Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].

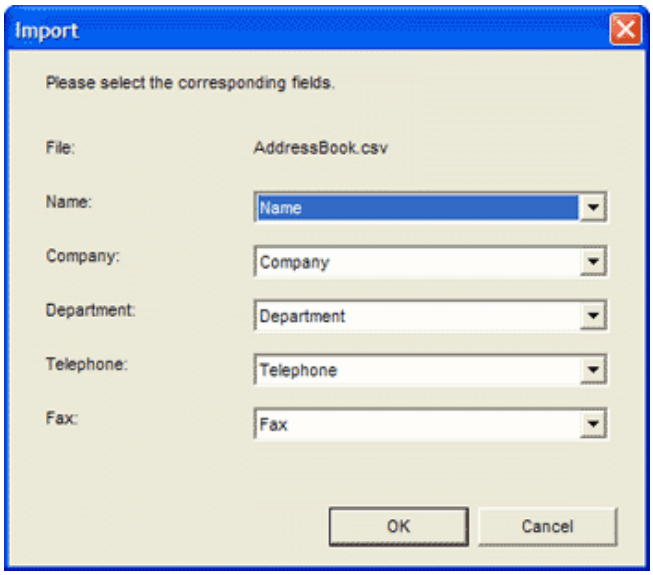
Importing LAN-Fax Address Book data

Follow this procedure to import LAN-Fax Address Book data. To import address book data from other applications, you must select the appropriate items to import.

1 Open the LAN-Fax Address Book, and then click [Import].

2 Select the file containing the address book data, and then click [Open].

A dialog box for selecting the items to import appears.



3 For each field, select an appropriate item from the list.

Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] or [Fax].

4 Click [OK].

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If a destination with the same name is found during the import process, select one of the following operations:

- [Skip]: Skips the destination, and imports the remaining data.
- [Save as new User]: Imports the current destination as a separate destination under the same name as an existing destination.
- [Save All as new]: Imports the current and subsequent destinations as separate destinations under the same names as existing destinations.
- [Overwrite]: Imports the destination, overwriting the data in the LAN-Fax Address Book.
- [Overwrite All]: Imports the current and subsequent destinations under the same names as existing destinations, overwriting the data in the LAN-Fax Address Book.
- [Cancel]: Cancels the import operation.

If a destination does not contain a name, or invalid characters are used in the telephone number or fax number, select one of the following operations:

- [Skip]: Skips the destination, and imports the remaining data.
- [Save]: Imports the destination as is.
- [Save All]: Imports the current and subsequent destinations as is.
- [Cancel]: Cancels the import operation.

Note

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.
- Up to 1000 destinations can be registered in the Lan-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

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Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select the destination from the LAN-Fax Address Book or enter the fax number directly. You can send faxes to up to 100 destinations at one time.

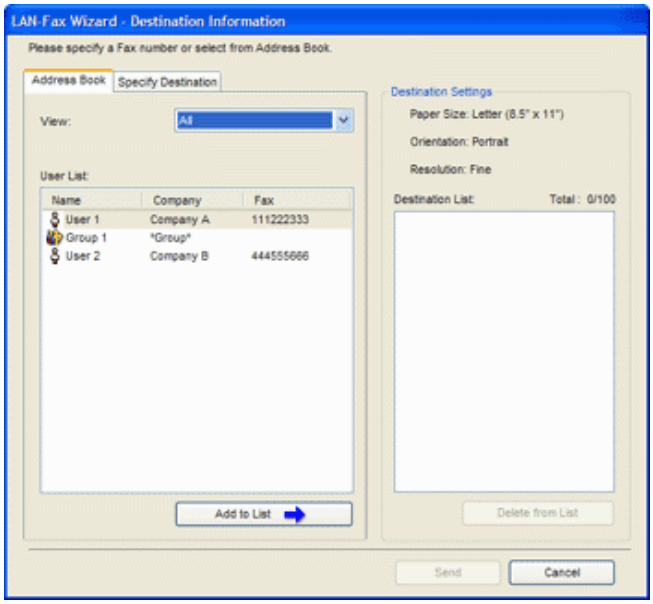
Important

- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.

1 Open the file you want to send.

2 On the [File] menu, click [Print...].

3 Select the LAN-Fax driver as the printer, and then click [OK].



4 To specify a destination from the LAN-Fax Address Book, select a destination from [User List], and then click [Add to List].

Repeat this step to add more destinations.

5 To directly enter a fax number, click the [Specify Destination] tab.

6 Enter a fax number (up to 40 digits) in [Fax Number], and then click [Add to List].

Repeat this step to add more destinations.

7 Click [Send].

Note

- A fax number can contain 0 to 9, "P" (pause), "*", "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You

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can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the [Destination List], and then click [Delete from List].
- You can register the fax number you entered in the [Specify Destination] tab in the LAN-Fax Address Book. Click [Save to Address Book] to open the dialog box for registering a destination.
- From the [View] list, you can select the types of destinations to display.
  - [All]: Displays all destinations.
  - [Group]: Displays groups only.
  - [User]: Displays individual destinations only.
- You can configure transmission settings in the LAN-Fax driver's properties.

Reference

- For details about [Pause Key Time], see Fax Transmission Settings.
- For details about configuring the transmission settings, see Configuring Transmission Settings.

Related topics

Canceling a fax

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Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

Cancel the fax from the computer.

1 Double-click the printer icon on the task bar of your computer.

2 Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].

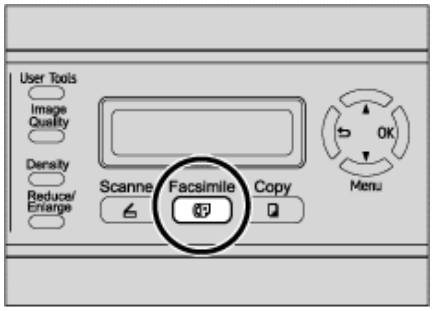
Note

- If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

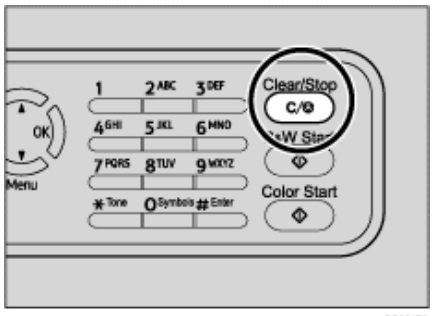
Canceling while sending a fax

Cancel the fax using the control panel.

1 Press the [Facsimile] key.



2 Press the [Clear/Stop] key.



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Configuring Transmission Settings

This section describes how to configure transmission settings in the LAN-Fax driver's properties. Properties are set separately for each application.

1 On the [File] menu, click [Print...].

2 Select the LAN-Fax driver as the printer, and then click a button such as [Advanced Options] or [Properties] to open the driver's properties.

LAN-Fax driver properties dialog box appears.

3 Click the [Setup] tab.

4 Configure settings as necessary, and then click [OK].

Reference

- For details about settings, see Settings you can configure in the LAN-Fax driver's properties.

Related topics

Settings you can configure in the LAN-Fax driver's properties

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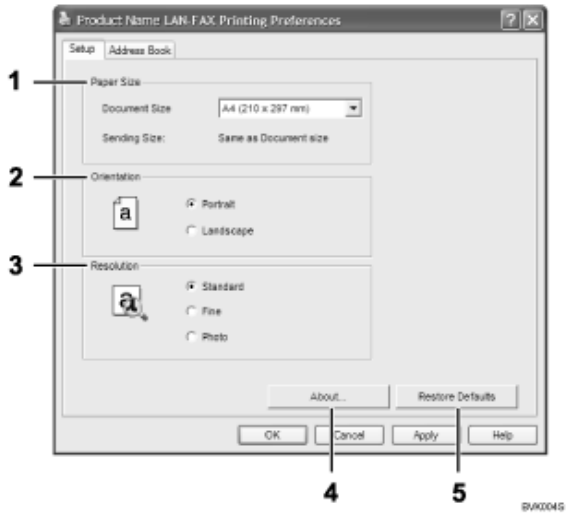
Settings you can configure in the LAN-Fax driver's properties

This section describes the settings you can configure in the LAN-Fax driver's properties.



1. **Paper size**

   Specifies the paper size.

   - Document Size

     Specifies the paper size of the document you are sending. If a paper size is specified in the application, that paper size will be used. Otherwise, the paper size specified here will be used.

   - Sending Size

     Displays the actual paper size of the fax that is sent. The actual size of the fax will be A4, if the size of the document being faxed is A3, B4, or smaller than A4. A3/B4 documents will be reduced to sending size automatically.

2. **Orientation**

   Specifies the page orientation.

3. **Resolution**

   Specifies the resolution.

   - Standard

     Select this for a document with normal-sized characters.

   - Fine

     Select this for a document with small print.

   - Photo

     Select this for a document with images such as photographs or shaded drawings.

4. **About**

   Displays the version of the LAN-Fax driver.

5. **Restore Defaults**

   Restores the settings to their factory defaults.

Note

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- The settings configured here are applicable for the current application only.

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Receiving a Fax

This section describes the reception modes and the basic operations for receiving a fax.

Important

- When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.
- The machine may not be able to receive faxes when the amount of free memory space is low.
- If a printing problem occurs, the fax is stored in memory. Stored received documents are printed as soon as the problem is resolved.
- If the machine remains turned off for a certain period of time (for example, when the power switch is turned off or when there is a power failure), all documents stored in memory will be lost. Make sure to print out the stored documents before turning off the power (for example, prior to relocating the machine).

Note

- An external telephone is required to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.
- If tray 2 is installed, you can select which tray to feed paper from in the [Tray Use: Fax] setting.

Reference

- For details about connecting an external telephone with this machine, see Connecting to a Telephone Line.
- For details about [Tray Use: Fax], see Fax System Settings.

Related topics

Selecting Reception Mode

Receiving a Fax in Manual Mode

Receiving a Fax in Fax Only Mode

Receiving a Fax in FAX/TEL Mode

Receiving a Fax in FAX/TAD Mode

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Selecting Reception Mode

This section describes how to select the reception mode.

The reception modes are as follows:

When using the machine only as a fax machine

Select the following mode when no external telephone or telephone answering device is connected:

- Fax Only mode (auto reception)

  In this mode, the machine is used only as a fax machine and receives faxes automatically.

When using the machine with an external device

Select one of the following modes when an external telephone or telephone answering device is connected:

- Manual mode (manual reception)

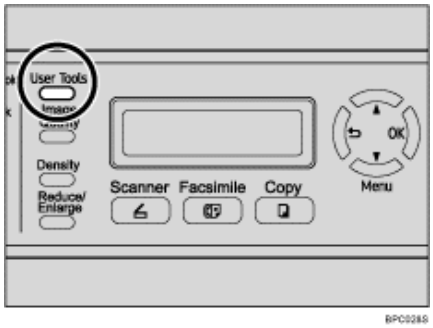
  In this mode, you must answer calls with an external telephone. If a call is a fax call, you have to start the fax reception manually.
- Fax Only mode (auto reception)

  In this mode, the machine automatically answers all incoming calls in fax reception mode.
- FAX/TEL mode (auto reception)

  In this mode, you can answer phone calls with an external telephone and receive faxes automatically.
- FAX/TAD mode (auto reception)

  In this mode, you can use the machine with an external telephone answering device.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Fax Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [RX Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [RX Mode], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired reception mode, and then press the [OK] key.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

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Note

- You can press the [↩] key to exit to the previous level of the menu tree.
- In FAX/TAD mode, make sure to set the external answering device to answer calls within five rings, because the machine automatically starts to receive faxes after the fifth ring.

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Receiving a Fax in Manual Mode

This section describes the basic operation for receiving a fax when the reception mode is set to Manual mode.

1 Pick up the handset of the external telephone to answer the call.

A normal telephone call starts.

2 When you hear a fax calling tone or no sound, press the [Facsimile] key, and then press the [B&W Start] key.

3 Press [3].

4 Press the [B&W Start] key.

5 Replace the handset.

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Receiving a Fax in Fax Only Mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

Note

- You can specify the number of times the machine rings before answering a call in the [Ring Count Delay] setting under [Fax Settings].
- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually.

Reference

- For details about [Ring Count Delay], see Fax System Settings.
- For details about manually receiving a fax, see Receiving a Fax in Manual Mode.

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Receiving a Fax in FAX/TEL Mode

When the reception mode is set to FAX/TEL mode, the machine receives a fax automatically if the incoming call is a fax call and rings when it receives voice calls.

1. When there is an incoming call, the machine tries to detect a fax calling tone for five seconds.
   If a fax calling tone is detected, the machine starts to receive the fax automatically.
2. If a fax calling tone is not detected, the machine starts to ring, and continues to try to detect a fax calling tone for the period of time specified in [F/T Ring Time] under [Fax Settings].
   - If a fax calling tone is detected, or if you do not pick up the handset, the machine starts to receive the fax automatically.
   - To start a normal telephone call, pick up the handset, press the [Facsimile] key, and then press the [Clear/Stop] key. If you hear a fax calling tone or no sound, receive the fax manually.
   - If you pick up the handset but the time specified in [F/T Ring Time] passes before a normal telephone call starts, the machine starts to receive the fax automatically.

Note

- After you pick up the handset to answer a call, make sure to press the [Facsimile] key to activate fax mode before pressing the [Clear/Stop] key. If the machine is not in fax mode, pressing the [Clear/Stop] key will not let you start a normal telephone call.

Reference

- For details about [F/T Ring Time], see Fax System Settings.
- For details about manually receiving a fax, see Receiving a Fax in Manual Mode.

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Receiving a Fax in FAX/TAD Mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

1. When there is an incoming call, the machine rings up to five times.

   If the external telephone answering device does not answer, the machine starts to receive the fax automatically.

2. If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).
   - If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
   - If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- You can manually receive a fax during silence detection.
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the [Clear/Stop] key and disconnect the call.

Reference

- For details about manually receiving a fax, see Receiving a Fax in Manual Mode.

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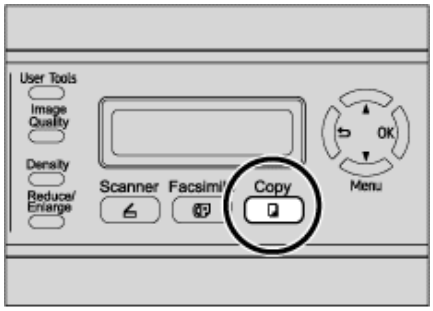
Basic Operation Using the Menu Screen

This section describes the basic procedure for specifying and changing the machine's settings.

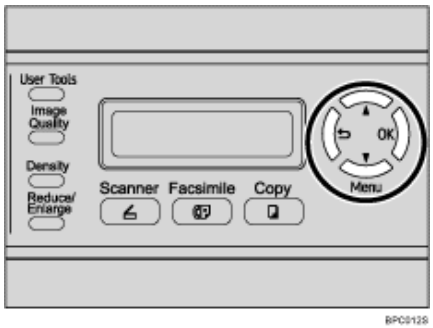
If you want to configure the machine's system settings, press the [User Tools] key. If you want to configure the settings of machine's current operation mode, press any menu key.

The procedure for changing the copy quality setting is provided as an example.

1 Press the [Copy] key.



2 Press any menu key.



3 Press the [▲][▼] keys to select [Quality], and then press the [OK] key.

```
Copy Settings

Quality
```

4 Press the [▲][▼] keys to select the document type of the original, and then press the [OK] key.

```
Quality

          Text *
```

The new setting is displayed with a "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [⮌] key.

6 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Menu Chart

This section lists the parameters included in each menu.

Important

- Some items can also be configured using Web Browser.

Copy Settings (Menu key setting)

Paper Select
Sort
Quality
Density
Reduce/Enlarge
Color Adjustment
Duplex Copy

Scan Settings (Menu key setting)

Document Size
Multi Page in A Document
Limitless Scan
Color Compressed Ratio
Resolution
Density
Limitation Of Size Of Mail
B&W Scanning Mode

Fax Transmission Settings (Menu key setting)

Immediate TX
Resolution
Density

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Pause Key Time
Auto Redial
Transmitter Header

Fax System Settings ([User Tools] key setting)

RX Settings
Tray Settings
Delete Document
Comm Settings
Report Settings

Fax Directory ([User Tools] key setting)

Quick Dial Entry
Speed Dial Entry

Machine Settings ([User Tools] key setting)

Speaker Volume
Paper Settings
I/O Timeout
Auto Continue
Toner Saver Mode
Supplies Info
Scanner Carriage
High Humidity Mode
Color Regist.
TB Cleaning

Network Settings ([User Tools] key setting)

Ethernet
IP Configuration

Reports Print ([User Tools] key setting)

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Configuration Page
Activity Report
Memory List
Quick Dial List
Speed Dial List
Scan Directory List
Scan Transmission Log
Maintenance Page

Admin Settings ([User Tools] key setting)

Date/Time Setup
User Settings
TEL Line Type
PBX Selection
PBX Access Digit
Default Mode
Auto Clear
Power Saver
Display Language
Country Code
Setting Default
Admin Menu Lock

PDL Settings ([User Tools] key setting)

Paper Input
List Print
System
PCL Menu
PS Menu

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- For details about configuring the machine using Web Browser, see Configuring the Machine Using Web Browser.

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Copy Settings

This section describes how to configure the copy settings.

Related topics

Changing Copy Settings

Copy Setting Parameters

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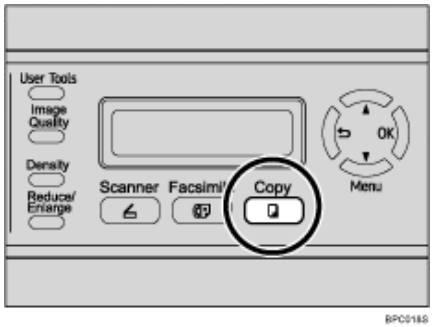
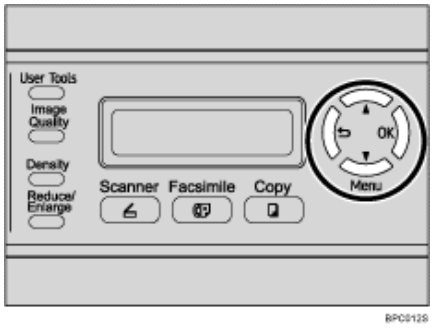
Changing Copy Settings

The procedure for changing the sort copy setting is provided as an example.

1 Press the [Copy] key.



2 Press any menu key.



3 Press the [▲][▼] keys to select [Sort], and then press the [OK] key.

```
Copy Settings

Sort
```

4 Press the [▲][▼] keys to select [On] or [Off], and then press the [OK] key.

```
Sort

            On *
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [⮌] key.

6 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Copy Setting Parameters

This section describes the copy setting parameters.

Important

- Some items might not appear, depending on the model type you are using.

Paper Select

Specifies the paper size used for printing copies.

When a tray is selected, the machine prints from that tray only.

When a paper size is selected, the machine prints from the trays that contain the paper of the specified size, except the bypass tray. If tray 1 and tray 2 both contain the paper of the specified size, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.

If tray 2 is not installed, only [Tray1] and [Bypass Tray] appear.

Default: [Tray1]

- Tray1
- Tray2
- Bypass Tray
- A4
- LTR

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [Off]

- On
- Off

Quality

Specifies the content of originals, to optimize copy quality.

Default: [Mixed]

- Text

  Select this when the original contains only text and no photographs or pictures.
- Photo

  Select this when the original contains photographs or pictures. Use this mode for the following types of original:
  - Photographs
  - Pages that are entirely or mainly photographs or pictures, such as magazine pages.
- Mixed

  Select this when the original contains both text and photographs or pictures.

Density

Specifies the image density for photocopying.

Default:

- (Lightest)

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- [redacted]
- [redacted]
- [redacted]
- [redacted] (Darkest)

Reduce / Enlarge

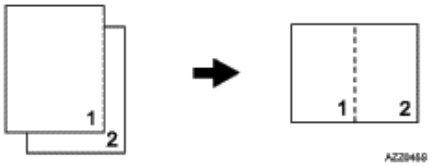
Specifies a combined copy, or the percentage by which copies are enlarged or reduced.

Default: 100%

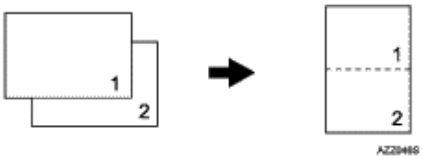
- 50%
- 65% ([redacted] model only)
- 71% ([redacted] model only)
- 78% ([redacted] model only)
- 82% ([redacted] model only)
- 93%
- 100%
- 2in1

  Select this to photocopy two pages of an original onto a single sheet of paper. When selecting this option, also select the orientation.

  - Portrait

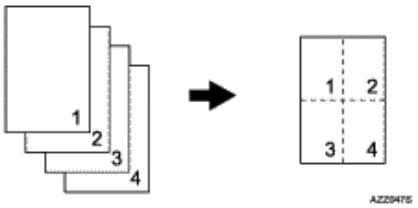
  - Landscape

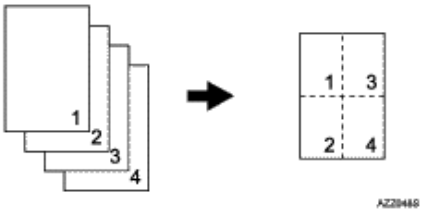
- 4in1

  Select this to photocopy four pages of an original onto a single sheet of paper. When selecting this option, also select the orientation and layout.

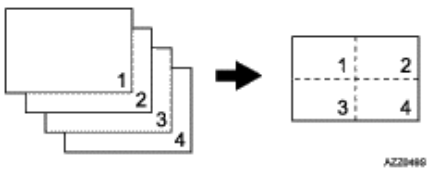
  - Portrait Row

  - Portrait Column

  - Landscape Row

  - Landscape Column

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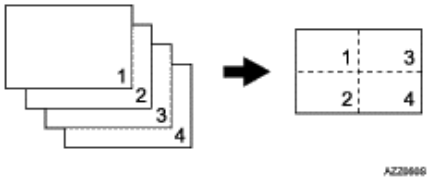

- 122% (220-240V model only)
- 129% (120V model only)
- 141% (220-240V model only)
- 155% (120V model only)
- 200%
- 400%
- ID Card Copy

  Sets the machine to copy the front and back sides of an ID card, or other small document, onto the front of a single sheet of paper.

  Note that enabling this setting automatically disables the [Duplex Copy] setting.

  Default: [Off]

  - On
  - Off
- Custom 25-400%

Color Adjustment

Specify mainly the shade of gray using the color balance of red, green and blue.

Default for all colors:

- Red
  - (Lightest)
  -
  -
  -
  - (Darkest)
- Green
  - (Lightest)
  -
  -
  -
  - (Darkest)
- Blue
  - (Lightest)
  -
  -
  -
  - (Darkest)

Duplex Copy

Sets the machine to make 2-sided copies by copying single-sided documents onto the front and back sides of the paper.

Note that enabling this setting automatically disables the [ID Card Copy] setting.

Default: [Off]

- Off
- Top to Top

  Select this to make 2-sided copies in top-to-top copy orientation. Also, select portrait or landscape for the orientation of the original.

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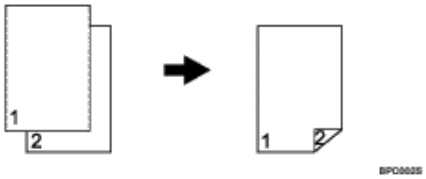
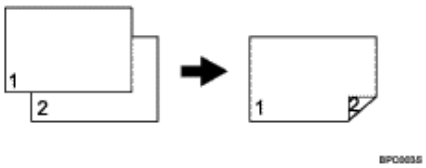
- Portrait



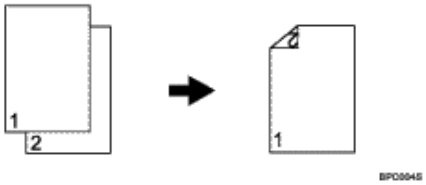
- Landscape



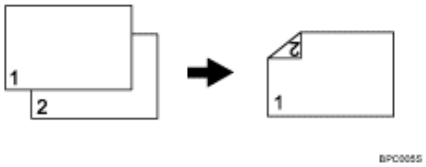
- Top to Bottom

  Select this to make 2-sided copies in top-to-bottom copy orientation. Also, select portrait or landscape for the orientation of the original.

  - Portrait



  - Landscape



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Scanner Settings

This section describes how to configure the scanner settings.

Related topics

Changing Scanner Settings

Scanner Setting Parameters

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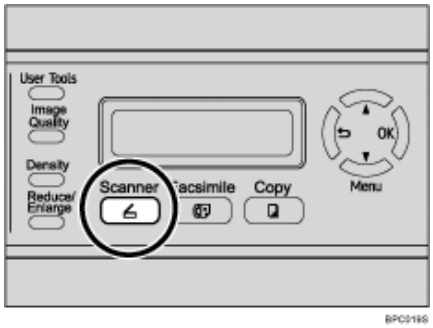
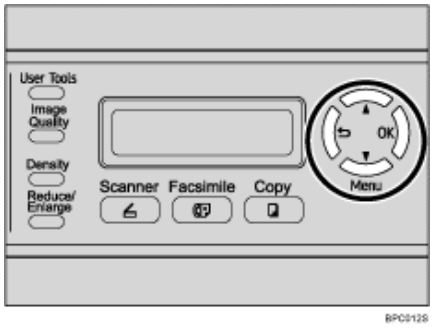
Changing Scanner Settings

The procedure for changing the setting for creating a single file containing multiple pages is provided as an example.

1 Press the [Scanner] key.



2 Press any menu key.



3 Press the [▲][▼] keys to select [Multi Page in A Document], and then press the [OK] key.

```
Scan Settings
Multi Page in A
```

4 Press the [▲][▼] keys to select [Yes] or [No], and then press the [OK] key.

```
Multi Page in A
          Yes *
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [⮌] key.

6 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Scanner Setting Parameters

This section describes the scanner setting parameters.

Important

- Some items might not appear, depending on the model type you are using.

Document Size

Specifies the scanning size according to the size of the original.

Default: 120V [LTR 8.5x11], 220-240V [A4 210x297]

- LGL 8.5x14, LTR 8.5x11, STMT 8.5x5.5, EXEC 7.25x10.5, A4 210x297, B5 182x257, A5 210x148, Custom

Multi Page in A Document

Sets the machine to create a single file containing all pages when scanning multiple pages.

Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.

Default: [Yes]

- Yes
- No

Limitless Scan

Sets the machine to request next originals when scanning with the exposure glass.

Default: [Off]

- On
- Off

Color Compressed Ratio

Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.

Default: [Medium]

- Low
- Medium
- High

Resolution

Specifies the resolution for scanning the original.

Default: [300x300 dpi]

- 100x100 dpi
- 150x150 dpi
- 200x200 dpi
- 300x300 dpi
- 400x400 dpi
- 600x600 dpi

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Density

Specifies the image density for scanning originals.

Default:

- (Lightest)
-
-
-
- (Darkest)

Limitation Of Size Of Mail

Specifies the maximum size of a file that can be sent by e-mail.

Default: [1 MB]

- 1 MB
- 2 MB
- 3 MB
- 4 MB
- 5 MB
- No Limit

B&W Scanning Mode

Specifies the scanning mode for black-and-white scanning using the control panel.

Default: [Halftone]

- Halftone

  The machine creates 1-bit black-and-white images. Images contain only black and white colors.
- Grayscale

  The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors.

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Fax Transmission Settings

This section describes how to configure the fax transmission settings.

Related topics

Changing Fax Transmission Settings

Fax Transmission Setting Parameters

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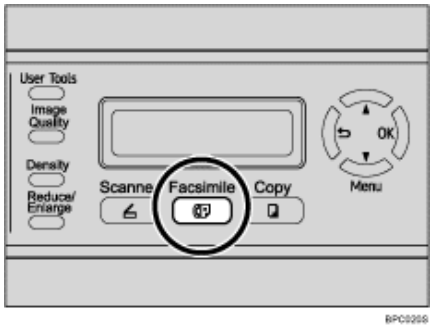
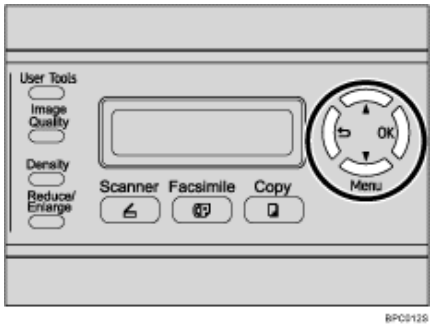
Changing Fax Transmission Settings

The procedure for setting the resolution for scanning the original is provided as an example.

1 Press the [Facsimile] key.



2 Press any menu key.



3 Press the [▲][▼] keys to select [Resolution], and then press the [OK] key.

```
TX Settings

Resolution
```

4 Press the [▲][▼] keys to select the desired resolution, and then press the [OK] key.

```
Resolution

       Standard*
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [⮌] key.

6 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Fax Transmission Setting Parameters

This section describes fax transmission setting parameters.

Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: [Off]

- Off

  Select this when using Memory Transmission.
- On

  Select this when using Immediate Transmission.
- Next Fax Only

  Select this when using Immediate Transmission for the next transmission only.

Resolution

Specifies the resolution to use for scanning originals.

Default: [Standard]

- Standard

  Select this when the original is a printed or typewritten document with normal-sized characters.
- Fine

  Select this when the original is a document with small print.
- Photo

  Select this when the original contains images such as photographs or shaded drawings.

Density

Specifies the image density to use for scanning originals.

Default: [Normal]

- Light
- Normal
- Dark

Pause Key Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: **3** seconds

- 1 to 15 seconds, in 1 second increments

Auto Redial

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is preset to two or three times, depending on the [Country Code] setting under [Admin Settings], in five-minute intervals.

Default: [On]

- Off
- On

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Transmitter Header

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and number, job ID, and page information.

Default: [On]

- Off
- On

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Fax System Settings

This section describes how to configure the fax system settings.

Related topics

Changing Fax System Settings

Fax System Setting Parameters

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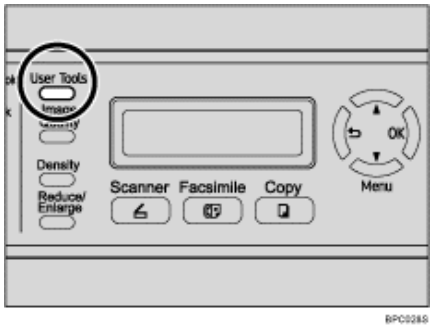
Changing Fax System Settings

The procedure for setting the tray for printing faxes is provided as an example.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Fax Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [Tray Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Tray Use: Fax], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Fax System Setting Parameters

This section describes fax system setting parameters.

RX Settings (Reception Settings)

Specifies the settings for receiving a fax.

- RX Mode

  Specifies the reception mode.

  Default: [Fax Only]

  - Fax Only

    The machine automatically answers all incoming calls in fax reception mode.

  - Manual

    The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes.

  - FAX/TAD

    The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call.

  - FAX/TEL

    The machine receives faxes automatically when a fax call is received. Otherwise, the machine starts to ring.

- Auto Reduction

  Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

  Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

  Default: [On]

  (Default may be [Off] depending on the [Country Code] setting under [Admin Settings].)

  - Off
  - On

- Ring Count Delay

  Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.

  Default: **3** times

  - 3 to 5 times, in increments of 1

- F/T Ring Time

  Specifies the length of time the machine tries to detect the fax calling tone in FAX/TEL mode.

  Default: **15** seconds

  - 5 to 99 seconds, 1 second increments

Tray Settings

- Tray Use: Fax

  Specifies the tray for printing received faxes. Note that only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size.

  If tray 2 is not installed, only [Tray1 Only] appears.

  Default: [Auto]

  - Auto

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The machine uses tray 1 and tray 2 if they contain paper of the same size. In this case, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.

- Tray1 Only
- Tray2 Only

Delete Document

Deletes unsent fax jobs remaining in the machine's memory.

This function is only performed when selected.

- Memory Job Clear

  To delete a fax job, select the desired job, and then select [Clear]. Selecting [Not Clear] exits to the previous level of the menu tree without deleting the fax job.

- All Clear

  To delete the fax jobs, select [Clear]. Selecting [Not Clear] exits to the previous level of the menu tree without deleting the fax job.

Comm Settings

- ECM TX

  Sets the machine to automatically resend parts of the data that are lost during transmission.

  Default: [On]

  - Off
  - On

- ECM RX

  Sets the machine to automatically receive parts of the data that are lost during reception.

  Default: [On]

  - Off
  - On

- Dial Tone Detect

  Sets the machine to detect a dial tone before the machine begins to dial the destination automatically.

  Default: [Detection]

  - Detection
  - Not Detection

- TX Speed

  Specifies the transmission speed for the fax modem.

  Default: [33.6 Kbps]

  - 33.6 Kbps
  - 14.4 Kbps
  - 9.6 Kbps
  - 7.2 Kbps
  - 4.8 Kbps
  - 2.4 Kbps

- RX Speed

  Specifies the reception speed for the fax modem.

  Default: [33.6 Kbps]

  - 33.6 Kbps
  - 14.4 Kbps
  - 9.6 Kbps
  - 7.2 Kbps
  - 4.8 Kbps

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- 2.4 Kbps

Report Settings

- TX Report

  Sets the machine to print a transmission report automatically after a fax transmission.

  When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if [Error Only Img] or [Always Prt Img] is selected.

  Default: [Always Prt Img]

  - Error Only

    Prints a report when a transmission error occurs.
  - Error Only Img

    Prints a report with an image of the original when transmission error occurs.
  - Always Printed

    Prints a report for every fax transmission.
  - Always Prt Img

    Prints a report with an image of the original for every fax transmission.
  - Not Printed
- Activity Report

  Sets the machine to print an activity report automatically for every 100 fax jobs (both sent and received).

  Default: [Auto Print]

  - Auto Print
  - Not Printed

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Fax Directory Settings

This section describes the fax Quick Dial/Speed Dial settings.

Related topics

Registering Fax Destinations in Fax Quick Dial/Speed Dial

Fax Directory Parameters

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Registering Fax Destinations in Fax Quick Dial/Speed Dial

Register fax destinations in the Address Book using this menu.

Note

- A password for accessing the [Fax Directory] menu can be specified in [Admin Menu Lock].

Reference

- For details about the procedure for registering fax destinations, see Registering Fax Destinations Using the Control Panel.
- For details about [Admin Menu Lock], see Administrator Settings.

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Fax Directory Parameters

Quick Dial Entry

Specifies the fax number and name for Quick Dial entries. You can register up to 20 Quick Dial entries.

- 01 to 20
  - Fax # Entry

    Specifies the fax number for Quick Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "*", "#", and space.
  - Fax Name Entry

    Specifies the name for Quick Dial entries. The name can contain up to 20 characters.

Speed Dial Entry

Specifies the fax number and name for Speed Dial entries. You can register up to 50 Speed Dial entries.

- 01 to 50
  - Fax # Entry

    Specifies the fax number for Speed Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "*", "#", and space.
  - Fax Name Entry

    Specifies the name for Speed Dial entries. The name can contain up to 20 characters.

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Machine Settings

This section describes the machine's operational settings.

Related topics

Changing Machine Settings

Machine Setting Parameters

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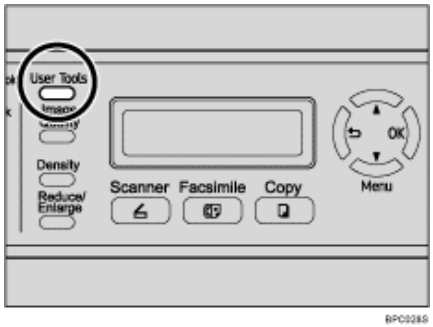
Changing Machine Settings

The procedure for changing the volume of the keypad tone is provided as an example.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.

```
Menu

Machine Settings
```

3 Press the [▲][▼] keys to select [Speaker Volume], and then press the [OK] key.

```
Machine Settings

Speaker Volume
```

4 Press the [▲][▼] keys to select [Keypad Volume], and then press the [OK] key.

```
Speaker Volume

Keypad Volume
```

5 Press the [▲][▼] keys to change the volume, and then press the [OK] key.

```
Keypad Volume

             1 *
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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Machine Setting Parameters

This section describes the machine setting parameters.

Important

- Some items might not appear, depending on the model type you are using.

Speaker Volume

Specifies the volume of the sounds produced by the machine.

Default: **1** for [Keypad Volume], and **2** for other parameters.

- Keypad Volume
  Specifies the volume of the beep that sounds when a key is pressed.
  - 0(Off)
  - 1
  - 2
  - 3
- Ring Volume
  Specifies the volume of the ring when a call is received.
  - 0(Off)
  - 1
  - 2
  - 3
- Line Mon. Vol
  Specifies the volume of the sound from the speaker during on hook mode.
  - 0(Off)
  - 1
  - 2
  - 3
- Job End Tone Vol
  Specifies the volume of the beep that sounds when a job is complete.
  - 0(Off)
  - 1
  - 2
  - 3
- Job Error Tone Vol
  Specifies the volume of the beep that sounds when a fax transmission error occurs.
  - 0(Off)
  - 1
  - 2
  - 3
- Alarm Volume
  Specifies the volume of the alarm that sounds when an operation error occurs.
  - 0(Off)
  - 1

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- 2
- 3

Paper Settings

- Paper Type

  Specifies the paper type for each tray.

  The setting for tray 2 appears only when it is installed.

  Default for all trays: [Plain Paper]

  - Tray1 Paper

    Thin Paper(60-75g/m2), Plain Paper, Plain Paper(90-105g/m2), Recycled, Color, Letterhead, Preprinted, Prepunched, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper(105-160g/m2)

  - Tray2 Paper

    Thin Paper(60-75g/m2), Plain Paper, Plain Paper(90-105g/m2), Recycled, Color, Letterhead, Preprinted, Prepunched

  - Bypass Tray

    Thin Paper(60-75g/m2), Plain Paper, Plain Paper(90-105g/m2), Recycled, Color, Letterhead, Prepunched, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper (105-160g/m2)

- Paper Size

  Specifies the paper size for each tray.

  Default for all trays: 120V [Letter], 220-240V [A4]

  - Tray1

    A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8×13, 8.5×13, Folio, 16K, Com10, Monarch, C5 Env, C6 Env, DL Env, Custom

  - Tray2

    A4, Letter

  - Bypass Tray

    A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8×13, 8.5×13, Folio, 16K, Com10, Monarch, C5 Env, C6 Env, DL Env, Custom

I/O Timeout

- USB

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: 60 seconds

  - 15 sec
  - 60 sec
  - 300 sec

- Network

  Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

  Default: 60 seconds

  - 15 sec
  - 60 sec
  - 300 sec

- Locked Print

  Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files. Within this time, you can print or delete the new

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Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

Default: 60 seconds

- 0 to 300 seconds, in increments of 1 second

- Restrict User

  Specifies how many seconds a user stays authenticated after paper is output when copying with the exposure glass. Note that authentication automatically expires immediately after copying using the ADF, sending a fax, or scanning using the control panel.

  This setting appears only when the user restriction function is enabled via Web Browser.

  Default: 30 seconds

  - 5 to 60 seconds, in increments of 1 second

Auto Continue

Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after ten seconds.

Default: [Off]

- On
- Off

Toner Saver Mode

Sets the machine to print using a reduced amount of toner.

Default: [Off]

- On
- Off

Supplies Info

Displays information about consumables.

- Toner

  Displays the remaining amount of toner.

  - Black Life

    (New), , , , , (Needs replacing)

  - Magenta Life

    (New), , , , , (Needs replacing)

  - Yellow Life

    (New), , , , , (Needs replacing)

  - Cyan Life

    (New), , , , , (Needs replacing)

- Waste Toner Bottle

  - Waste Bottle Life

    [Ready]

    The waste toner bottle is usable.

    [Near Full]

    The waste toner bottle is almost full, and needs to be replaced soon.

    [Full]

    The waste toner bottle needs to be replaced.

- Fuser Unit

  - Fuser Unit Life

    Displays the remaining life of the fusing unit.

    (New), , , , , (Needs replacing)

Scanner Carriage

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Returns the scanning unit inside the machine to its original position. Before transporting the machine, use this function to return the scanning unit to its original position.

- Move To Lock
  - [Not Execute]

    Exits to the previous level of the menu tree without returning the scanning unit to its original position.
  - [Execute]

    Returns the scanning unit to its original position.

High Humidity Mode

Sets the machine to produce prints in consistent quality even when humidity is high.

Default: [Off]

- Off
- Mode1

  Select this mode if printouts are blurred.
- Mode2

  Select this mode if printouts are curled and/or blurred. Note that if you select this mode, the first print takes longer than subsequent prints to complete.
- Mode3

  Select this mode if printouts are still curled and/or blurred even when prints are made in [Mode2]. Note that this mode requires more time to produce the first print than [Mode2].

Color Regist.

Adjusts color registration as necessary. (This adjustment is usually executed by the machine automatically.)

- [Not Execute]

  Exits to the previous level of the menu tree without adjusting color registration.
- [Execute]

  Executes color registration adjustment.

TB Cleaning

Sets the machine to execute periodic cleaning of the interior. You may hear some noise while cleaning is being executed. This noise does not indicate a malfunction.

Default: [On]

- On
- Off

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Network Settings

This section describes the network settings.

Related topics

Changing Network Settings

Network Setting Parameters

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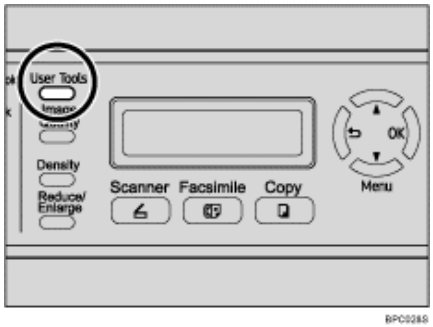
Changing Network Settings

The procedure for changing the network speed is provided as an example.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.

```
Menu

Network Settings
```

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [Ethernet], and then press the [OK] key.

```
Network Settings

Ethernet
```

5 Press the [▲][▼] keys to select [LINK Setting], and then press the [OK] key.

```
Ethernet

LINK Setting
```

6 Press the [▲][▼] keys to select the network speed, and then press the [OK] key.

```
LINK Setting

          Auto *
```

The new setting is displayed with an "✱" symbol, indicating that it is now the default.

7 Confirm the setting, and then press the [⮌] key.

8 Press the [Clear/Stop] key to return to the initial screen.

Note

- A password for accessing the [Network Settings] menu can be specified in [Admin Menu Lock].

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- You can press the [↩] key to exit to the previous level of the menu tree.

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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Network Setting Parameters

This section describes the network setting parameters.

Ethernet

- MAC

  Displays the machine's MAC address.
- LINK Status

  Displays the current Ethernet speed setting.
  - 100M Full Duplex
  - 100M Half Duplex
  - 10M Full Duplex
  - 10M Half Duplex
- LINK Setting

  Specifies the speed for Ethernet communication. Select a speed that matches your network environment.

  For most networks, the default setting is the optimum setting.

  Default: [Auto]
  - Auto
  - 100M Full Dup
  - 100M Half Dup
  - 10M Full Dup
  - 10M Half Dup

IP Configuration

- DHCP Activated

  Sets the machine to receive its IP address, subnet mask, and default gateway address automatically from a DHCP server.

  When DHCP is used, you cannot specify the IP address, subnet mask, or default gateway address manually.

  Default: [On]
  - On
  - Off
- IP Address

  Specifies the machine's IP address when DHCP is not used.

  Use this menu to check the current IP address when DHCP is used.

  Default: **192.0.0.192**
- Subnet Mask

  Specifies the machine's subnet mask when DHCP is not used.

  Use this menu to check the current subnet mask when DHCP is used.

  Default: **255.255.255.0**
- Gateway

  Specifies the machine's default gateway address when DHCP is not used.

  Use this menu to check the current default gateway address when DHCP is used.

  Default: **192.0.0.192**

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- IP Source
  Displays the IP address acquisition method.
  Default: [Default IP]
  - DHCP
  - AUTO IP
  - Manual
  - Default IP

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Reports Print

This section describes the types of reports that can be printed.

Related topics

Printing the Configuration Page

Types of Report

Reading the Configuration Page

Reading the Activity Report

Reading the Memory List

Reading the Scan Transmission Log

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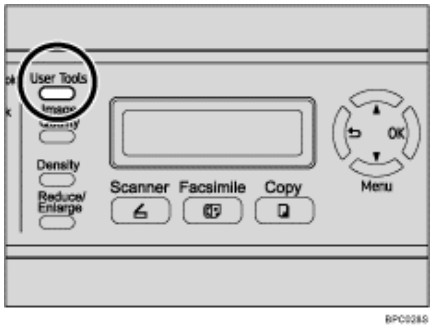
Printing the Configuration Page

Follow the procedure below to print the configuration page.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Reports Print], and then press the [OK] key.

```
Menu
Reports Print
```

3 Press the [▲][▼] keys to select [Configuration Page], and then press the [OK] key.

```
Reports Print
Configuration Pa
```

The configuration page is printed.

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Types of Report

Important

- Some items might not appear, depending on the model type you are using.

Configuration Page

Prints general information and the current configurations of the machine.

Activity Report

Prints a fax transmission and reception report for the last 100 jobs.

Memory List

Prints a list of unsent fax jobs remaining in the machine's memory.

Quick Dial List

Prints a list of scan and fax Quick Dial entries.

Speed Dial List

Prints a list of Speed Dial entries.

- No Sort
  Prints the list with the entries sorted by Speed Dial registration number.
- Sort By Name
  Prints the list with the entries sorted by name.

Scan Directory List

Prints a list of scan destinations.

Scan Transmission Log

Prints a scan transmission report.

Maintenance Page

Prints the maintenance page.

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Reading the Configuration Page

Device Info

- Model Name
  Shows the machine model name.
- Serial Number
  Shows the serial number assigned to the machine by the manufacturer.
- Memory Size
  Shows the total amount of memory installed on the machine.
- Firmware Version
  Shows the version of the machine's firmware.
- Engine FW Version
  Shows the version of firmware for the machine engine.

Tray Info

"Tray 2" appears only when it is installed.

- Bypass Tray
  Shows paper size and type settings.
- Tray 1
  Shows paper size and type settings.
- Tray 2
  Shows paper size and type settings.

Supplies Info

Shows the information about supply levels.

- Black Toner
- Magenta Toner
- Yellow Toner
- Cyan Toner
- Waste Toner Bottle

Counter Info

- Total Mode
- Print Mode
- Scan Mode
- Fax Mode
- Copy Mode
- Both Sides

Network Info

Shows the settings for the following items:

- MAC Address
- Network Speed
- TCP/IP

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- SNMP
- Email
    - Time Zone
    - Email Address 1
    - Notification Level 1
    - Email Address 2
    - Notification Level 2

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Reading the Activity Report

#

Shows file management numbers.

Date/Time

Shows the transmission start date and time for fax transmission.

Shows the reception date and time for fax reception.

TX/RX

Shows whether a fax was sent or received.

Duration

Shows the time taken for fax transmission or reception to complete.

Remote

Shows the fax number registered by the sender for fax reception.

Shows the following information according to specified transmission method:

- If an external telephone was used: shows the fax number registered by the receiving party.
- If a Quick Dial/Speed Dial was used: shows the name registered for the destination; if a name was not programmed, shows the destination's fax number.
- If a fax number was input using the control panel number keys: shows the dialed fax number.
- If the fax was sent from the computer (LAN-Fax): shows the dialed fax number.

Pages

Shows the number of pages transmitted or received.

Results

Shows the result of a fax transmission or reception. If an error occurred during the fax communication, shows an error code.

Reference

- For details about the error codes, see Fax Problems.

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Reading the Memory List

#

Shows file management numbers.

Date/Time

Shows the date and time at which a fax was stored in memory.

Type

Shows the type of function used to send the fax: "Redial" if sending was by automatic redial; "Broadcast" if sending was by broadcast; "Memory TX" if sending was by any other method.

Remote

Shows the following information according to specified transmission method:

- If a Quick Dial/Speed Dial was used: shows the name registered for the destination; if a name was not programmed, shows the destination's fax number.
- If a fax number was input using the control panel number keys: shows the dialed fax number.
- If the fax was sent from the computer (LAN-Fax): shows the dialed fax number.

Pages

Shows the number of pages a fax contained.

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Reading the Scan Transmission Log

No.

Shows file management numbers.

Date

Shows the date of a transmission.

Time

Shows the time at which a transmission was completed.

Type

Shows the transmission method.

Scan Destination

Shows the scan destination.

Page

Shows the number of pages scanned.

Color

Shows whether scanning was performed in color or black and white.

Format

Shows the file format.

Result

Shows the result of the transmission: "OK" if the file was sent successfully; "Err" if sending failed.

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Administrator Settings

This section describes administrator settings.

Related topics

Changing Administrator Settings

Administrator Setting Parameters

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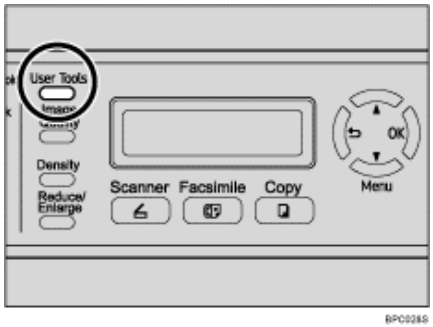
Changing Administrator Settings

The procedure for changing the start-up mode after power-on is provided as an example.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

```
Menu

Admin Settings
```

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [Default Mode], and then press the [OK] key.

```
Admin Settings

Default Mode
```

5 Press the [▲][▼] keys to select [Copy] or [Fax], and then press the [OK] key.

```
Default Mode

          Fax *
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

6 Confirm the setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].
- You can press the [⮌] key to exit to the previous level of the menu tree.

Reference

- For details about [Admin Menu Lock], see Administrator Settings.

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Administrator Setting Parameters

This section describes administrator setting parameters.

Important

- Some items might not appear, depending on the model type you are using.

Date/Time Setup

Sets the date and time of the machine's internal clock.

- Date Setting

  Specifies the date of the machine's internal clock.

  Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

  Default for [Date Format]: 120V [Mm/Dd/Yyyy], 220-240V [Dd/Mm Yyyy]

  - Year: 2000 to 2099
  - Month: 1 to 12
  - Date: 1 to 31
  - Date format: Mm/Dd/Yyyy, Dd/Mm Yyyy, or Yyyy Mm/Dd

- Time Setting

  Sets the time of the machine's internal clock.

  Default for [Time Format]: 120V [12 hours], 220-240V [24 hours]

  - Time format: 24 hours, 12 hours
  - Time: Am, Pm (for 12 hours)
  - Hour: 0 to 23 (for 24 hours), or 1 to 12 (for 12 hours)
  - Minute: 0 to 59

User Settings

Specifies the user information for sending a fax.

- User Fax #

  Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".

- User Name

  Specifies the name of the machine using up to 20 alphanumeric characters and symbols.

TEL Line Type

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions.

Default: [Tone]

- Tone
- Pulse 10PPS
- Pulse 20PPS

PBX Selection

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Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: [PSTN]

- PSTN
- PBX

PBX Access Digit

Specifies the dial number to access the outside line when the machine is connected to a PBX.

Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

Default: **9**

- 000 to 999, in increments of 1

Default Mode

Specifies the mode that is activated when the power is turned on, or if the time specified for [Auto Clear] elapses without activity while the initial screen of the current mode is displayed.

Default: [Copy]

- Copy
- Fax

Auto Clear

Sets the machine to return to the initial screen of the current mode if the machine receives no input for a specified period of time during configuration.

Also, if the specified period elapses while the initial screen of the current mode is displayed, the machine returns to the mode specified in [Default Mode].

Default: [On] (30 seconds)

- On (30 sec, 1 min, 2 min, 3 min, 5 min, 10 min)
- Off

Power Saver

Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [Copy], [Color Start], or [B&W Start] key is pressed.

- EnergySaverMode1

  The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

  Default: [On]

  - Off
  - On (30 seconds)

- EnergySaverMode2

  The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

  Default: [On] (2 minutes)

  - On (1 to 240 minutes, in 1 minute increments)
  - Off

Display Language

Specifies the language used on the screen and in reports.

Default: [English]

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Country Code

Selects the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country code correctly. Selecting a wrong country code may cause failures in fax transmissions.

Default: [USA]

Setting Default

- Clear Menu Settings
  - Not Execute

    Exits to the previous level of the menu tree without clearing the settings.
  - Execute

    Resets the machine's settings to their defaults except the following: language for the screen, country setting, network settings, and fax Quick Dial/Speed Dial destinations.
- Clear Network Settings

  Be sure not to clear the settings by mistake.
  - Not Execute

    Exits to the previous level of the menu tree without clearing the settings.
  - Execute

    Resets the network settings to their defaults.
- Clear Fax Directory
  - Not Execute

    Exits to the previous level of the menu tree without clearing the settings.
  - Execute

    Clears the fax Quick Dial/Speed Dial destinations.

Admin Menu Lock

Specifies a four-digit password for accessing the [Fax Directory], [Network Settings], and [Admin Settings] menus.

Do not forget this password.

- On (0000 to 9999, in increments of 1)
- Off

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PDL Settings

This section describes the PDL settings.

Related topics

Changing PDL Settings

PDL Setting Parameters

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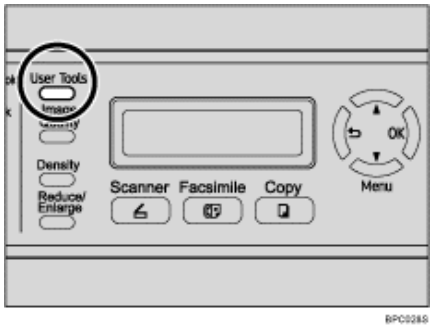
Changing PDL Settings

The procedure for changing the setting for duplex printing is described as an example.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [PDL Settings], and then press the [OK] key.

```
Menu

PDL Settings
```

3 Press the [▲][▼] keys to select [System], and then press the [OK] key.

```
PDL Settings

System
```

4 Press the [▲][▼] keys to select [Duplex], and then press the [OK] key.

```
System

Duplex
```

5 Press the [▲][▼] keys to select [Off], [Long Edge Bind], or [Short Edge Bind], and then press the [OK] key.

```
Duplex
          Off *
```

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

6 Confirm the current setting, and then press the [⮌] key.

7 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [⮌] key to exit to the previous level of the menu tree.

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PDL Setting Parameters

This section describes the PDL setting parameters.

Paper Input

- Tray Priority

  Specifies the tray that the machine checks first for paper that matches the print.

  [Tray2] appears only when it is installed.

  Default: [Tray1]

  - Tray1
  - Tray2

List Print

Prints lists showing configurations on the machine.

- Configuration Page

  Prints general information and the current configurations of the machine.
- Menu List

  Prints the machine's function menus.
- Test Page

  Prints a test page to check the current color settings.
- PCL Font List

  Prints installed PCL font list.
- PS Font List

  Prints installed PostScript font list.

System

- Copies

  Sets the machine to print the specified number of sets.

  This setting is disabled if the number of pages to print is specified by the printer driver.

  Default: **1**

  - 1 to 999, in increments of 1

- Sub Paper Size

  Sets the machine to print onto paper of another size if the specified paper is not loaded in any tray. Alternative sizes are preset to A4 and Letter.

  Default: [Off]

  - On
  - Off

- Default Paper Size

  Specifies the paper size to be used when the paper size is not specified in the print job.

  Default: 120V **Letter (8 1/2" × 11")**, 220-240V **A4**

  - A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8 × 13, 8.5 × 13, Folio, 16K, Com 10, Monarch, C5 Env, C6 Env, DL Env

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- Duplex

  Sets the machine to print on both sides of paper according to the specified binding method.

  Default: [Off]

  - Off
  - Long Edge Bind
  - Short Edge Bind

- Blank Page Print

  Sets the machine to print blank pages.

  When cover sheet printing is enabled from the printer driver, cover sheets are inserted even if you select [No Print].

  Default: [Print]

  - Print
  - No Print

- B&W Page Detect

  Sets the machine to print all monochrome pages in monochrome mode even if color printing is specified.

  Default: [Off]

  - On
  - Off

- Print Error Page

  Sets the machine to print an error page when the machine detects an error.

  Default: [Off]

  - On
  - Off

PCL Menu

Specifies conditions when using PCL for printing.

- Orientation

  Specifies the page orientation.

  Default: [Portrait]

  - Portrait
  - Landscape

- Form Lines

  Specifies the number of lines per page.

  Default: 120V **60**, 220-240V **64**

  - 5 to 128, in increments of 1

- Font Number

  Specifies the ID of the default font you want to use.

  Default: 0

  - 0 to 89

- Point Size

  Specifies the point size for the default font.

  This setting is effective only for a variable-space font.

  Default: **12.00** points

  - 4.00 to 999.75, in 0.25 increments

- Font Pitch

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Specifies the number of characters per inch for the default font.

This setting is effective only for fixed-space fonts.

Default: **10.00** pitch

- 0.44 to 99.99, in 0.01 increments

- Symbol Set

  Specifies the character set for the default font. The following sets are available:

  Default: [PC-8]

  - ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Int1, VN US, MS Pub1, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, ISO L6, ISO L9, PC-775, PC-1004, Win Balt, Roman-8, Roman-9

- Courier Font

  Specifies a courier-type font.

  Default: [Regular]

  - Regular
  - Dark

- Ext. A4 Width

  Sets the machine to extend the width of the printable area of A4 size paper, reducing side margin width.

  Default: [Off]

  - On
  - Off

- Append CR To LF

  Sets the machine to append a CR code to each LF code to print text data clearly.

  Default: [Off]

  - On
  - Off

- Resolution

  Specifies the print resolution in dots per inch.

  Default: [600X600 1Bit]

  - 600X600 1Bit
  - 600X600 2Bit
  - 600X600 4Bit

PS Menu

Specifies conditions when using PostScript for printing.

- Resolution

  Specifies the print resolution in dots per inch.

  Default: [600X600 1Bit]

  - 600X600 1Bit
  - 600X600 2Bit
  - 600X600 4Bit

- Color Profile

  Specifies the color profile.

  Default: [Solid Color]

  - Solid Color

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- Presentation
- Photographics
- Off

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Using Web Browser

Important

- Some items can also be configured using the control panel.

Available operations

The following operations can be performed remotely using Web Browser on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Printing reports
- Registering scan and fax destinations
- Configuring the user restriction settings
- Configuring network settings
- Setting a password for changing the machine's configuration
- Restoring the default values for the machine's configuration
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

Supported Web browsing software

- Windows operating systems: Internet Explorer 5.0 or later
- Mac OS X: Safari

Note

- To operate the machine via Web Browser, you must first configure the machine's TCP/IP settings.
- If you use an older version of a supported Web browsing software or the Web browsing software has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browsing software settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browsing software is clicked. If this happens, click the refresh button of the Web browsing software.
- Displayed information is not automatically refreshed. Click the [Refresh] button in the upper right-hand corner.

Reference

- For details about configuring the machine using the control panel, see Configuring the Machine Using the Control Panel.
- For details about TCP/IP settings, see Configuring the Machine.

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Displaying the Main Page

When you access the machine using Web Browser, the main page appears in your Web browsing software.

1 Launch the Web browsing software.

2 In the address bar of the Web browsing software, enter "http://(machine's IP address)/" to access the machine. If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

Related topics

Changing the Interface Language

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Changing the Interface Language

Select the desired interface language from the [Web Language] list.

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Checking the System Information

Click [Home] to display the main page of Web Browser. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

Related topics

Checking the Status Information

Checking the Counter Information

Checking the Machine Information

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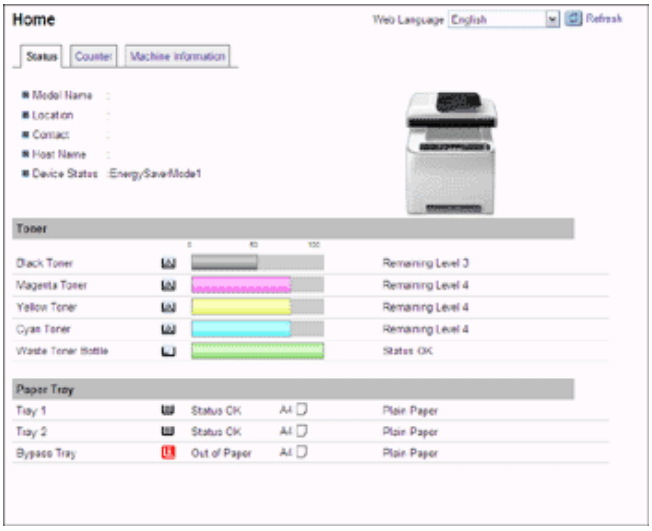
Checking the Status Information

Click the [Status] tab on the main page to display system information, paper tray status and toner levels.



Item	Description
Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name used with the current network protocol.
Device Status	Shows the current messages on the machine's display.

Toner

Item	Description
Black Toner	Shows the amount of black toner remaining.
Magenta Toner	Shows the amount of magenta toner remaining.
Yellow Toner	Shows the amount of yellow toner remaining.
Cyan Toner	Shows the amount of cyan toner remaining.
Waste Toner Bottle	Shows the amount of waste toner in the waste toner bottle, as "Status OK", "Near Full" or "Full".

Paper Tray

Item	Description

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Tray 1	Shows the current state and paper size/type setting of tray 1.
Tray 2	Shows the current state and paper size/type setting of tray 2.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

Note

- The information about tray 2 appears only when it is installed.
- If non-genuine print cartridges are installed, toner life cannot be reliably indicated.

Reference

- For details about location and contact information, see Configuring the SNMP Settings.

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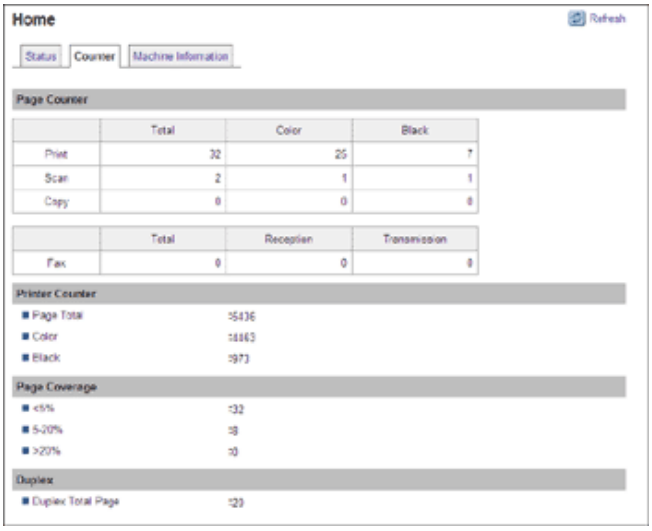
Checking the Counter Information

Click the [Counter] tab on the main page to check the counter information.



Page Counter

Item	Description
Total	Shows the total number of pages printed, scanned and copied.
Color	Shows the number of color pages printed, scanned and copied.
Black	Shows the number of black-and-white pages printed, scanned and copied.
Reception	Shows the number of pages received by fax.
Transmission	Shows the number of pages sent by fax.

Printer Counter

Item	Description
Page Total	Shows the total number of pages printed.
Color	Shows the number of color pages printed.
Black	Shows the number of black-and-white pages printed.

Page Coverage

Item	Description
<5%	Shows the number of pages with a printing area of less than 5%.
5-20%	Shows the number of pages with a printing area of 5-20%.

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>20%	Shows the number of pages with a printing area of more than 20%.

Duplex

Item	Description
Duplex Total Page	Shows the total number of pages printed on both sides.

Note

- A sheet printed on both sides counts as two printed pages.

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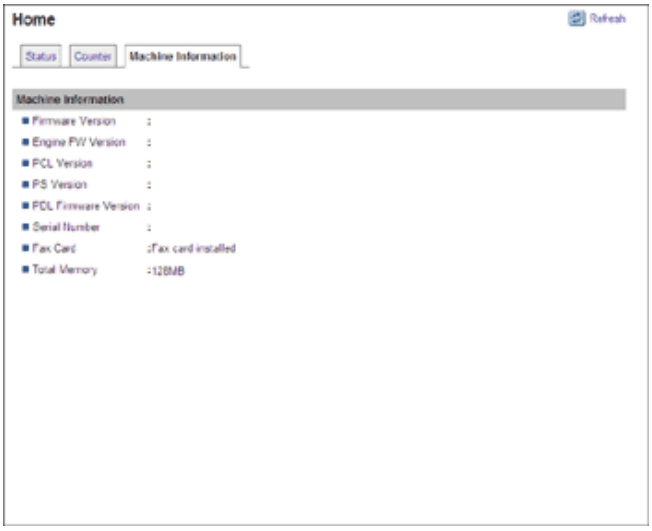
Checking the Machine Information

Click the [Machine Information] tab on the main page to display machine information.



Machine Information

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
PCL Version	Shows the version of the PCL interpreter (a part of the PDL firmware).
PS Version	Shows the version of the PS interpreter (a part of the PDL firmware).
PDL Firmware Version	Shows the version of the PDL firmware installed on the machine.
Serial Number	Shows the serial number of the machine.
Fax Card	Shows whether or not the fax card is installed.
Total Memory	Shows the total memory installed on the machine.

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Configuring the Machine Settings

Click [Machine Settings] to display the page for configuring the machine settings.

This page contains six tabs: [Speaker Volume], [Paper Settings], [Copy], [Fax], [Printer], and [Toner Saver Mode].

Related topics

Configuring the Speaker Volume

Configuring the Paper Settings

Specifying the Size of Paper for Printing Copies

Specifying the Tray for Printing Faxes

Specifying the Tray Priority for the Printer Function

Configuring Toner Saver Mode

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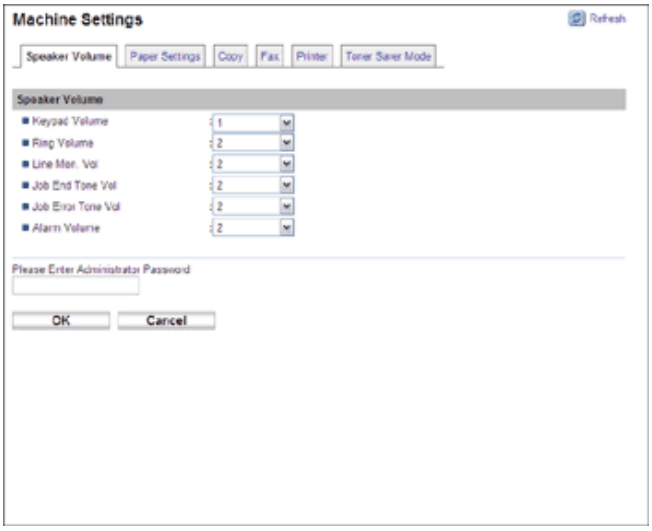
Configuring the Speaker Volume

Click the [Speaker Volume] tab on the machine settings page to configure the speaker volume settings.



Speaker Volume

Item	Description
Keypad Volume	Select the volume of the beep that sounds when a key is pressed from 0 (sound off) to 3.
Ring Volume	Select the volume of the ring when a call is received from 0 (sound off) to 3.
Line Mon. Vol	Select the volume of the sound from the speaker during on hook mode from 0 (sound off) to 3.
Job End Tone Vol	Select the volume of the beep that sounds when a job is complete from 0 (sound off) to 3.
Job Error Tone Vol	Select the volume of the beep that sounds when a job error occurs from 0 (sound off) to 3.
Alarm Volume	Select the volume of the alarm that sounds when a transmission error or other alert occurs from 0 (sound off) to 3.

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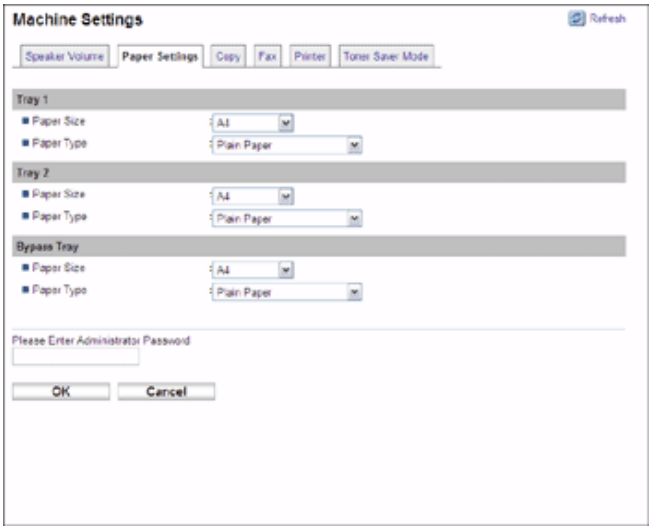
Configuring the Paper Settings

Click the [Paper Settings] tab on the machine settings page to configure the paper settings.



Tray 1

Item	Description
Paper Size	Select the paper size for tray 1 from the following: A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8 × 13, 8.5 × 13, Folio, 16K, Com 10, Monarch, C5 Env, C6 Env, DL Env, Custom.
Paper Type	Select the paper type for tray 1 from the following: Thin Paper(60-75g/m^2), Plain Paper, Plain Paper(90-105g/m^2), Recycled, Color, Letterhead, Preprinted, Prepunched, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper(105-160g/m^2).

Tray 2

Item	Description
Paper Size	Select the paper size for tray 2 from the following: A4, Letter
Paper Type	Select the paper type for tray 2 from the following: Thin Paper(60-75g/m^2), Plain Paper, Plain Paper(90-105g/m^2), Recycled, Color, Letterhead, Prepunched.

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8 × 13, 8.5 × 13, Folio, 16K, Com 10, Monarch, C5 Env, C6 Env, DL Env, Custom.

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Paper Type	Select the paper type for the bypass tray from the following: Thin Paper(60-75g/m^2), Plain Paper, Plain Paper(90-105g/m^2), Recycled, Color, Letterhead, Prepunched, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper(105-160g/m^2).

Note

- The information about tray 2 appears only when it is installed.

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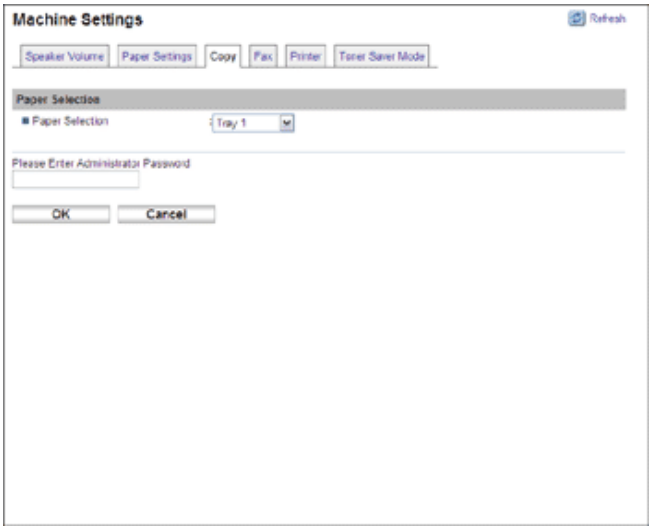
Specifying the Size of Paper for Printing Copies

Click the [Copy] tab on the machine settings page to specify the size of paper for printing copies.



Paper Selection

Item	Description
Paper Selection	Select the paper size used for printing copies from the following: Tray 1, Tray 2, Bypass Tray, A4, or LTR. When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine prints from the trays that contain the paper of the specified size, except the bypass tray. If tray 1 and tray 2 both contain the paper of the specified size, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.

Note

- If tray 2 is not installed, only [Tray1] and [Bypass Tray] appear.

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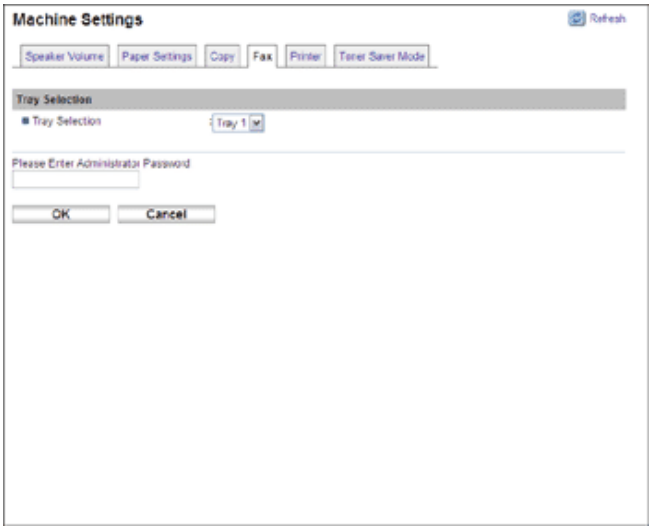
Specifying the Tray for Printing Faxes

Click the [Fax] tab on the machine settings page to specify the tray for printing faxes.



Tray Selection

Item	Description
Tray Selection	Select the tray for printing faxes from the following: Auto, Tray 1 Only, or Tray 2, Only. If [Auto] is selected, the machine uses tray 1 and tray 2 if they contain paper of the same size. In this case, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.

Note

- Only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size.
- If tray 2 is not installed, only [Tray1 Only] appears.

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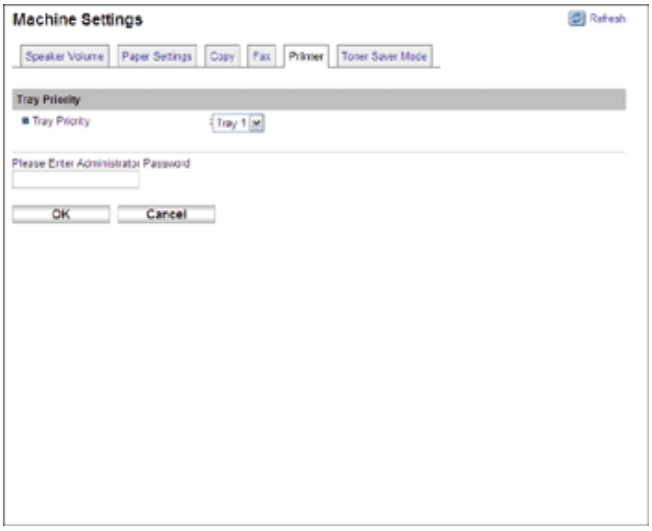
Specifying the Tray Priority for the Printer Function

Click the [Printer] tab on the machine settings page to specify the tray priority for the printer function.



Tray Priority

Item	Description
Tray Priority	Select the tray that the machine checks first for paper that matches the print job from tray 1 or tray 2.

Note

- If tray 2 is not installed, only [Tray1] appears.

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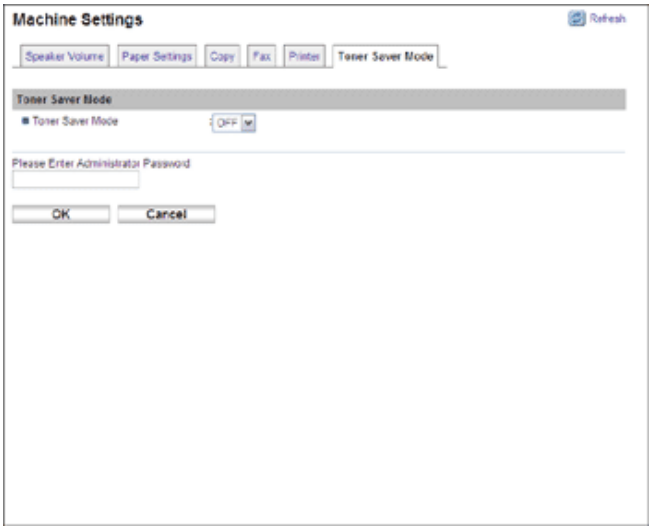
Configuring Toner Saver Mode

Click the [Toner Saver Mode] tab on the machine settings page to configure the toner saver mode setting.



Toner Saver Mode

Item	Description
Toner Saver Mode	Enable this setting to print using a reduced amount of toner.

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Registering Destinations

Scan and fax destinations can be registered using Web Browser. A maximum of 100 destinations can be registered. See the scan and fax sections for more information on registering destinations.

Reference

- For details about registering scan destinations, see Registering Scan Destinations.
- For details about registering fax destinations using Web Browser, see Registering Fax Destinations Using Web Browser.

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Restricting Machine Functions According to User

You can set the machine to require a user ID when someone tries to copy, send faxes, or scan using the control panel.

Using Web Browser, you can select the function you want to restrict, and register the users who can use that function. A maximum of 20 users can be registered. For each user, you can specify which functions are available upon authentication.

Reference

- For details about configuring the user restriction settings, see Restricting Machine Functions According to User.

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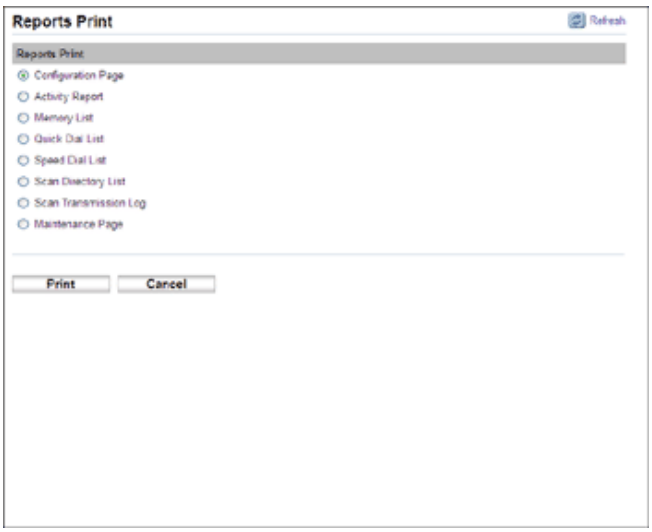
Printing Reports

Click [Reports Print] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.



Reports Print

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Activity Report	Prints a fax transmission and reception report for the last 100 jobs.
Memory List	Prints a list of unsent fax jobs remaining in the machine's memory.
Quick Dial List	Prints a list of Quick Dial entries.
Speed Dial List	Prints a list of Speed Dial entries.
Scan Directory List	Prints a list of scan destinations.
Scan Transmission Log	Prints a scan transmission report.
Maintenance Page	Prints the maintenance page.

Note

- Reports cannot be printed via Web Browser if other jobs are printing. Before printing reports, confirm that machine is not printing.

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Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains six tabs: [Network Status], [Network Application], [DNS], [Alert Messages], [SNMP], and [SMTP].

Related topics

Checking the Network Status

Configuring the Network Application Settings

Configuring the DNS Settings

Configuring the Alert Message Settings

Configuring the SNMP Settings

Configuring the SMTP Settings

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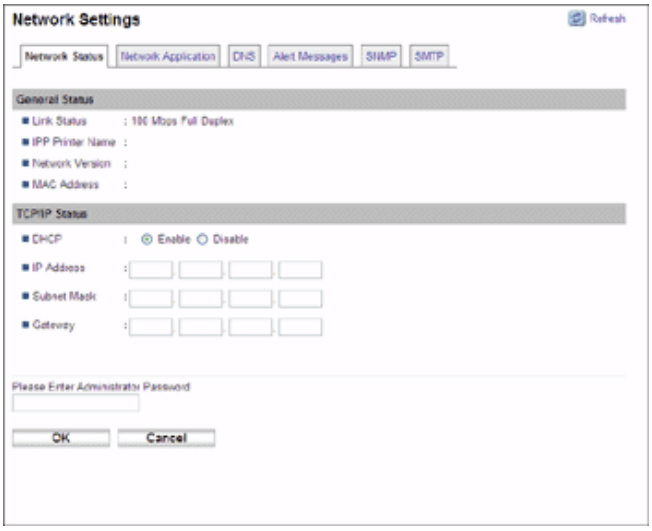
Checking the Network Status

Click the [Network Status] tab on the network settings page to display network information.



General Status

Item	Description
Link Status	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
MAC Address	Shows the MAC address of the machine.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IP address automatically using DHCP. To use DHCP, select [Enable]. When enabled, the items below cannot be configured.
IP Address	Enter the IP address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IP address of the network gateway.

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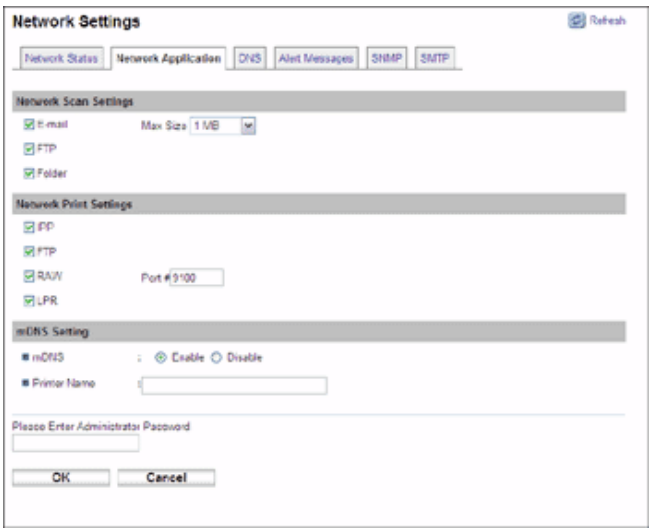
Configuring the Network Application Settings

Click the [Network Application] tab on the network settings page to configure the network application settings.



Network Scan Settings

Item	Description
E-mail	Select to enable the Scan to E-mail feature.
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.
Max Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or unlimited).

Network Print Settings

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port #	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 53550 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

mDNS Setting

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Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

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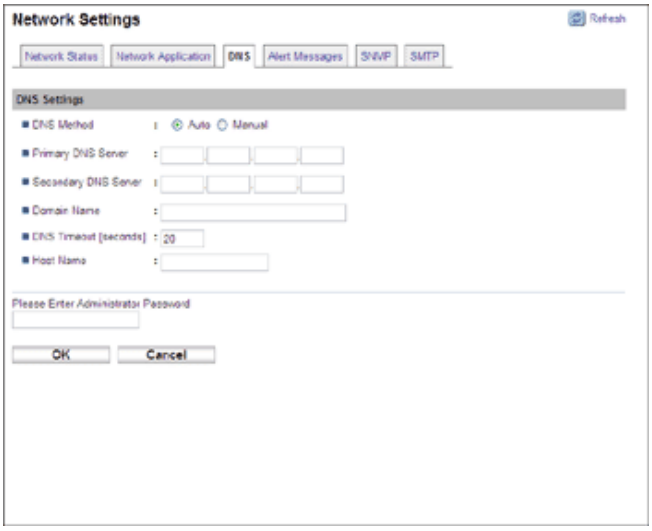
Configuring the DNS Settings

Click the [DNS] tab on the network settings page to configure the DNS settings.



DNS Settings

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto], the items below become unavailable.
Primary DNS Server	Enter the IP address of the primary DNS.
Secondary DNS Server	Enter the IP address of the secondary DNS.
Domain Name	Enter the domain name for the machine. Can contain up to 32 characters.
DNS Timeout	Enter the number of seconds the machine waits before considering a DNS request to have timed out (5 to 100).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

Note

- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.

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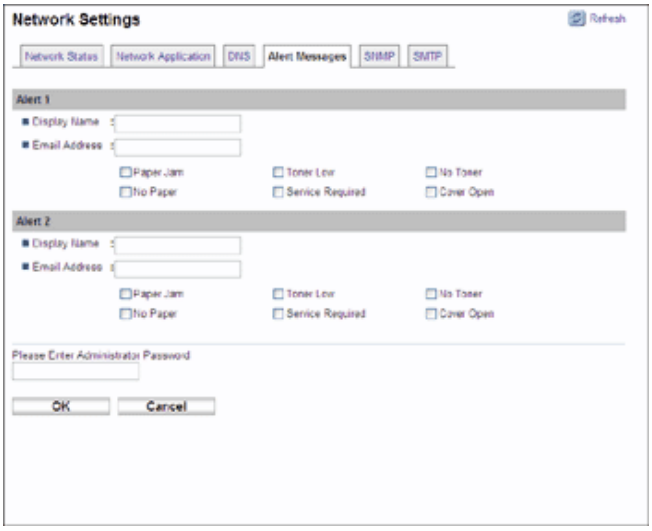
Configuring the Alert Message Settings

Click the [Alert Messages] tab on the network settings page to configure the alert message settings.



Alert 1 / Alert 2

Item	Description
Display Name	Enter a sender name for alert e-mail. Can contain up to 32 characters.
Email Address	Enter the address of the recipient of the alert e-mail. Can contain up to 64 characters.
Paper Jam	Select to send an alert e-mail to the specified address if a paper jam occurs.
No Paper	Select to send an alert e-mail to the specified address if paper runs out.
Toner Low	Select to send an alert e-mail to the specified address if toner becomes low.
Service Required	Select to send an alert e-mail to the specified address if the machine requires servicing.
No Toner	Select to send an alert e-mail to the specified address if toner runs out.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

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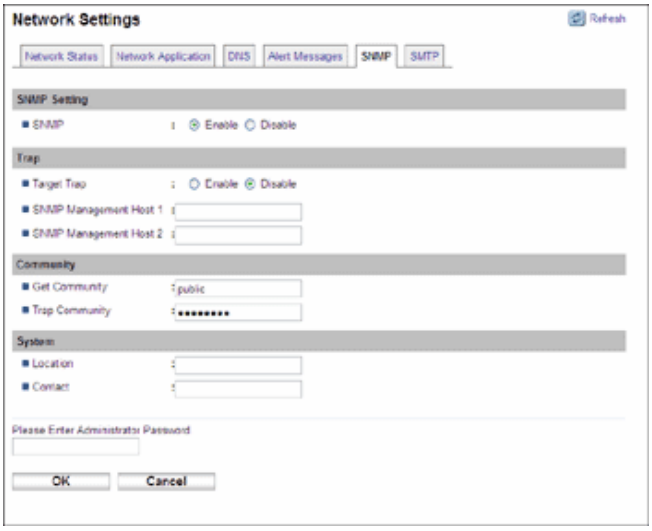
Configuring the SNMP Settings

Click the [SNMP] tab on the network settings page to configure the SNMP settings.



SNMP Setting

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS).
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 32 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 32 characters.

Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

System

Item	Description

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Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

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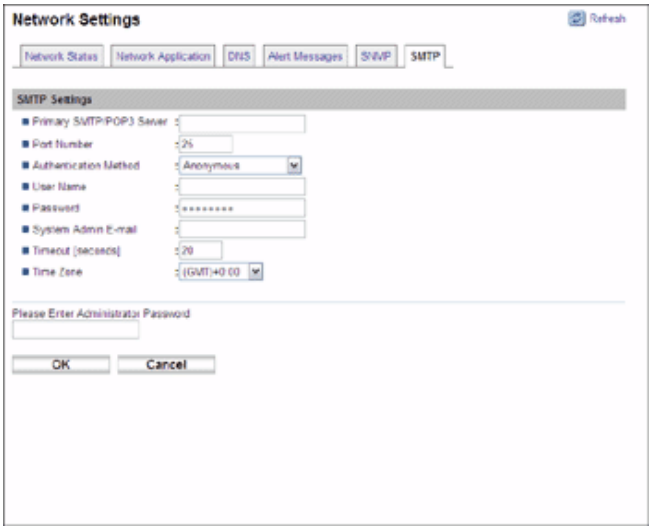
Configuring the SMTP Settings

Click the [SMTP] tab on the network settings page to configure the SMTP settings.



SMTP Settings

Item	Description
Primary SMTP/POP3 Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 32 characters.
Port Number	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP Authentication]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. The same server as the SMTP server is used as the POP3 server.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
System Admin E-mail	Enter the system administrator's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as alert e-mail messages and Scan to E-mail notifications. Can contain up to 64 characters.
Timeout	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (5 to 100).
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

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Configuring the Administrator Settings

Click [Admin Settings] to display the page for configuring the administrator settings.

This page contains six tabs: [Password], [Default Settings], [Backup Settings], [Restore Settings], [Date/Time Setup], and [Power Saver].

Related topics

Configuring the Password

Restoring the Default Settings

Backing Up the Machine's Settings

Restoring the Machine's Settings from a Backup File

Configuring the Date and Time Settings

Configuring the Power Saver Mode Settings

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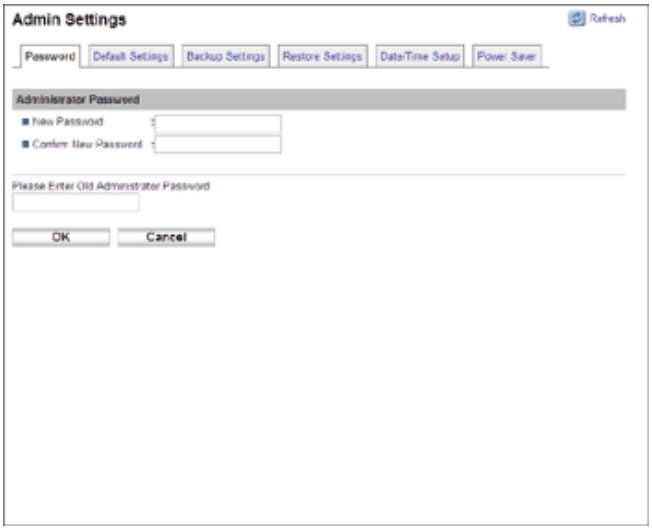
Configuring the Password

Click the [Password] tab on the administrator settings page to configure the password.



Administrator Password

Item	Description
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.

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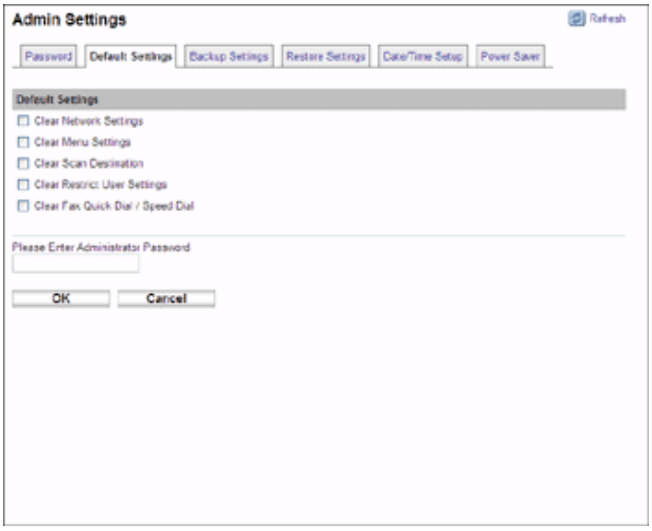
Restoring the Default Settings

Click the [Default Settings] tab on the administrator settings page to restore the machine's default settings.



Item	Description
Clear Network Settings	Select to restore network settings to their defaults.
Clear Menu Settings	Select to restore menu settings to their defaults.
Clear Scan Destination	Select to clear the scan destinations.
Clear Restrict User Setting	Select to clear the user restriction settings.
Clear Fax Quick Dial / Speed Dial	Select to clear the fax destinations.

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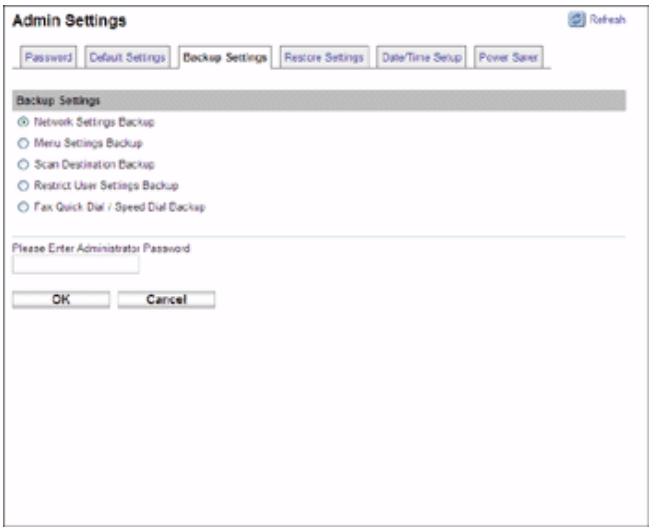
Backing Up the Machine's Settings

Click the [Backup Settings] tab on the administrator settings page to create backup files containing the machine's configuration settings. If necessary, these backup files can be used to restore previous configurations.

Important

- When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.



Backup Settings

Item	Description
Network Settings Backup	Backs up network settings to a file.
Menu Settings Backup	Backs up settings other than network settings to a file.
Scan Destination Backup	Backs up scan destinations to a file.
Restrict User Setting Backup	Backs up user restriction settings to a file.
Fax Quick Dial / Speed Dial Backup	Backs up fax Quick Dial and Speed Dial settings to a file.

Follow the procedure below to create configuration backup files.

1. **Click [Setting Backup].**
2. **Select the radio button for the type of data you wish to back up.**
3. **Enter the administrator password if required.**
4. **Click [Submit].**

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5 **Navigate to the location to save the backup file.**

6 **Specify a name for the file, and click [Save].**

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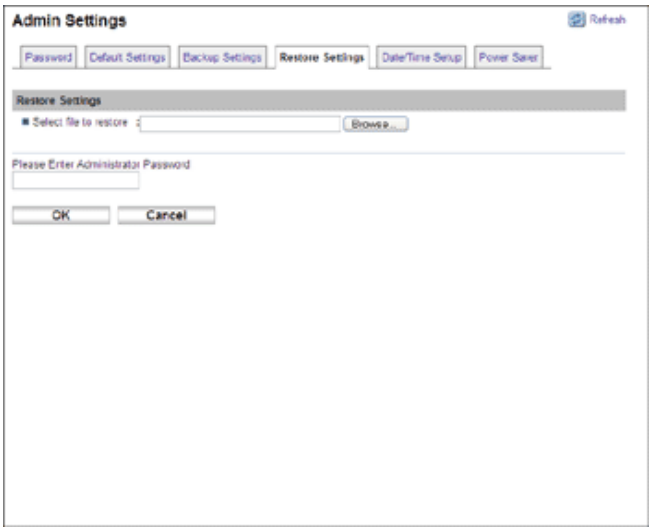
Restoring the Machine's Settings from a Backup File

Click the [Restore Settings] tab on the administrator settings page to restore the machine's settings from a previously created backup file.

Important

- When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.



Restore Settings

Item	Description
Select file to restore	Enter the name of the file to restore, or click [Browse] to select the file.

Follow the procedure below to restore configuration backup files.

1. **Click [Setting Restore].**
2. **Click [Browse].**
3. **Navigate to the directory containing the backup file to restore.**
4. **Select the backup file, and click [Open].**
5. **Enter the administrator password if required.**
6. **Click [Submit].**

Note

- If the setting are not restored successfully, an error message appears. Try again to restore the file completely.

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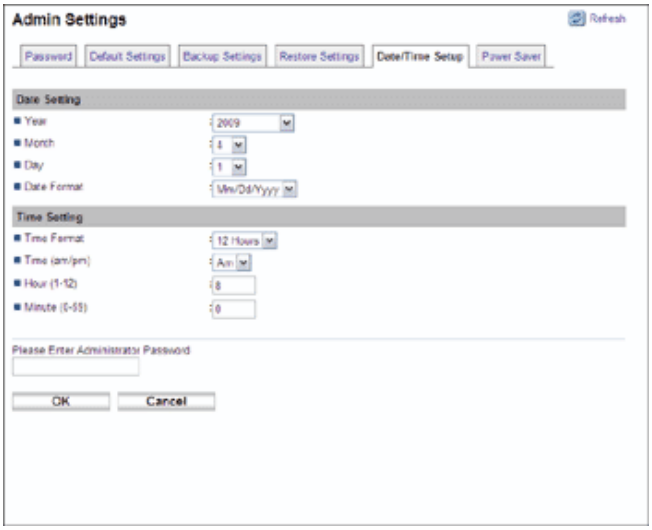
Configuring the Date and Time Settings

Click the [Date/Time Setup] tab on the administrator settings page to configure the date and time settings.



Date Setting

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from Mm/Dd/Yyyy, Dd/Mm Yyyy, or Yyyy Mm/Dd.

Time Setting

Item	Description
Time Format	Select 24-hour format or 12-hour format.
Time (am/pm)	Select AM or PM if 12-hour time format is selected.
Hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
Hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).
Minute (0-59)	Enter the current minute (0-59).

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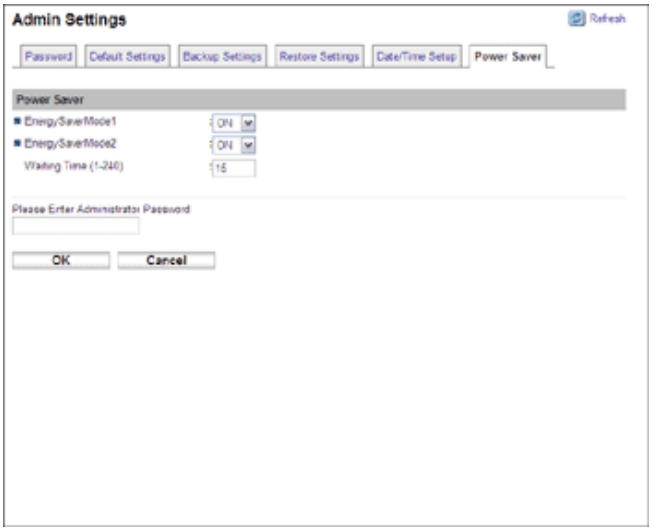
Configuring the Power Saver Mode Settings

Click the [Power Saver] tab on the administrator settings page to set the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption.



Power Saver

Item	Description
EnergySaverMode1	Select [ON] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.
EnergySaverMode2	Select [ON] to set the machine to enter Energy Saver mode 2 after the period of time specified for [Waiting Time] is passed (1 to 240 minutes). The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Note

- The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [Copy], [Color Start], or [B&W Start] key is pressed.

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Overview

Troubleshooting is divided into the following sections:

- Common Problems
- Paper Feed Problems
- Print Quality Problems
- Printer Problems
- Copier Problems
- Scanner Problems
- Fax Problems
- Error and Status Messages on the Screen
- Replacing Print Cartridges
- Replacing the Waste Toner Bottle

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Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
An error message is shown on the machine's screen.	An error has occurred.	See Error and Status Messages on the Screen.
Pages are not printed.	The machine is warming up or receiving data.	Wait until "Printing" appears on the screen. If "Processing" is displayed on the screen, the machine is receiving data.
Pages are not printed.	The interface cable is not connected correctly.	• Reconnect the cable. • Check that the interface cable is the correct type.
Strange noise is heard.	The supplies or options are not properly installed.	Confirm that the supplies or options are properly installed.
	The machine executes periodic cleaning of the interior when [TB Cleaning] in [Machine Settings] is set to [On].	The noise does not indicate a malfunction. Wait until the cleaning is complete.
The volume of the sounds produced by the machine is too loud.	The volume is set to the high level.	Adjust the volume of the beep, ring, speaker, and alarm sounds . For details, see Machine Settings.
The volume of the sounds produced by the machine is too quiet.	The volume is set to Off or the low level.	Adjust the volume of the beep, ring, speaker, and alarm sounds . For details, see Machine Settings.

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your service representative.

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Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See Supported Paper for Each Tray. • Load paper correctly, making sure that the paper guides are properly adjusted. See Loading Paper. • If the paper is curled, straighten the paper.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See Supported Paper for Each Tray. • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pad, paper feed roller or registration roller is clean. See Cleaning the Friction Pad and Paper Feed Roller and Cleaning the Registration Roller.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See Supported Paper for Each Tray. • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pad, paper feed roller or registration roller is clean. See Cleaning the Friction Pad and Paper Feed Roller and Cleaning the Registration Roller. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. See Paper and Other Media. • Paper is too thin. See Paper and Other Media. • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

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The printed paper is curled.	• Load the paper upside down in the paper tray. • If the paper curl is severe, take prints from the output tray more frequently. • Paper is damp. Use paper that has been stored properly. See Paper and Other Media. • Select [Mode2] or [Mode3] in the [High Humidity Mode] under [Machine Settings]. Note that if you select [Mode2] or [Mode3], the first print takes longer than subsequent prints to complete.
Images are printed diagonally to the pages. 	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

Related topics

Removing Printing Jams

Removing Scanning Jams

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Removing Printing Jams

If a paper jam occurs, one of the following messages appear on the screen:

"Duplex Jam Duplex Misfeed Jam"

"Inner Jam"

"Lower Misfeed Jam"

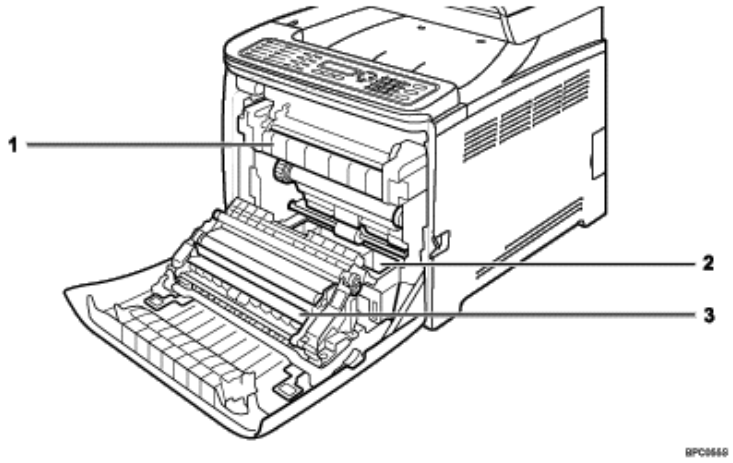
"Outer Jam"

"Upper Misfeed Jam"

Open the front cover and check the following positions, in the order indicated, to locate the jammed paper.

Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.



1. **Fusing Unit**

   If paper is jammed in the fusing unit, see If paper jams inside the fusing unit.

2. **Tray**

   If paper is jammed in the tray, see If paper jams inside a tray.

3. **Transfer Unit**

   If paper is jammed in the transfer unit, see If paper jams inside the transfer unit.

Related topics

If paper jams inside the fusing unit

If paper jams inside a tray

If paper jams inside the transfer unit

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If paper jams inside the fusing unit

If paper jams inside the fusing unit, follow the procedure below to remove it.

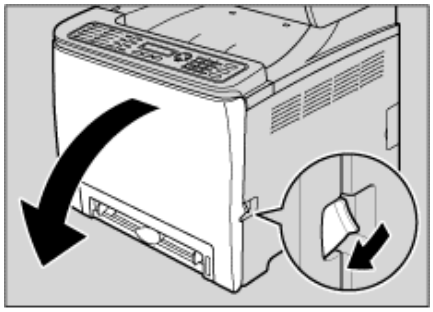
⚠CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labelled "⚠" (indicating a hot surface).
- The fusing section of this machine might be very hot. Caution should be taken when removing jammed paper.

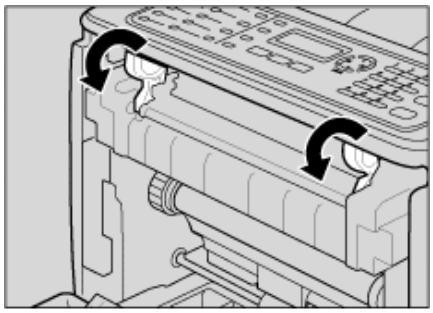
Important

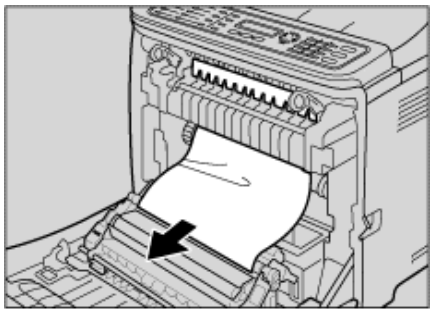
- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1 Pull the opening lever on the front cover, and then carefully lower the front cover.



2 Lower the blue fusing unit lever, and pull out the jammed paper carefully.





If you cannot find the jammed paper, check for it by pulling down the guide.

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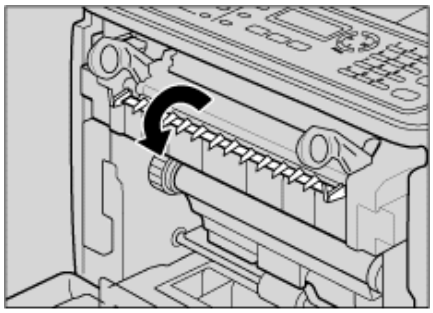

3 Using both hands, carefully push up the front cover until it closes.

Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

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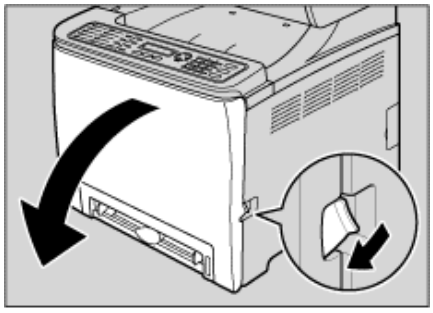
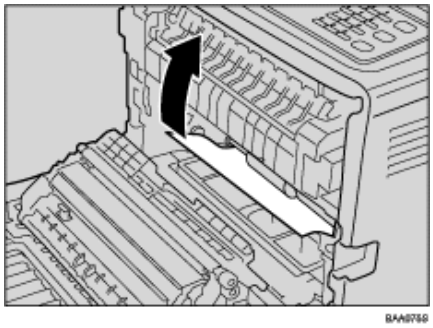
If paper jams inside a tray

If paper jams in tray 1 or 2, follow the procedure below to remove it.

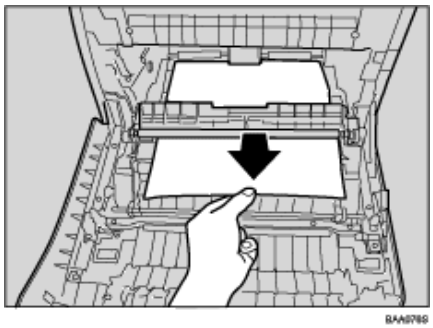
1 **Pull the opening lever on the front cover, and then carefully lower the front cover.**



2 **Pull out the jammed paper carefully.**



If paper has become jammed inside the transfer unit, pull the paper forward.



3 **Using both hands, carefully push up the front cover until it closes.**

Note

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- Do not pull out the paper tray (Tray 1).
- If paper is jammed in tray 2 but is difficult to locate, pull out tray 2 to remove it. After removing the paper, carefully push tray 2 all the way back inside the machine.
- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

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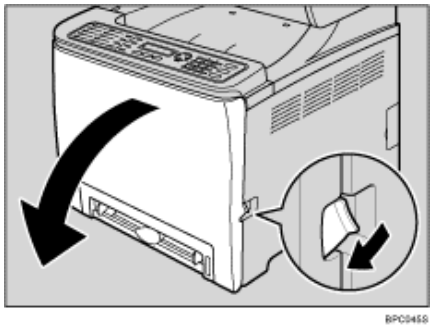
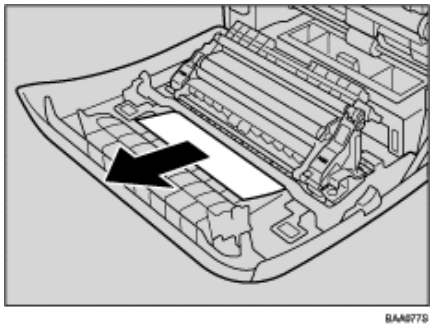
If paper jams inside the transfer unit

If paper jams inside the transfer unit, follow the procedure below to remove it.

1 Pull the opening lever on the front cover, and then carefully lower the front cover.



2 Carefully remove any paper that is jammed under the transfer unit.



If you cannot find the jammed paper, look inside the machine.

3 Using both hands, carefully push up the front cover until it closes.

Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

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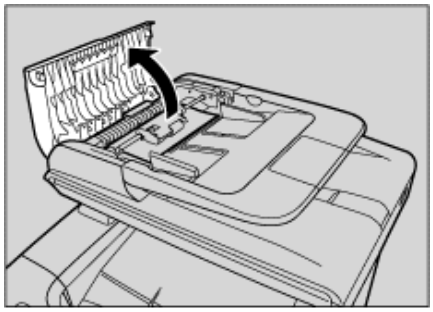
Removing Scanning Jams

When the following message appears on the screen, follow the procedure below to remove the original jammed in the ADF:

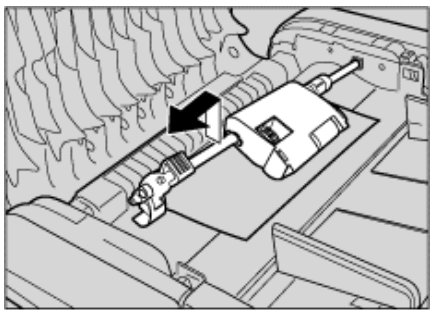
"ADF Jam Open ADF Cover and Clear Jam"

1 Open the ADF cover.



2 Move the blue lever slightly to the machine rear, and then raise it to unlock the paper feed roller.

3 Lift the paper feed roller slightly and pull it out toward you.



4 Gently pull the jammed original to remove it.

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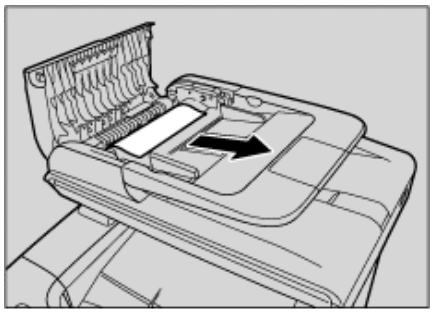
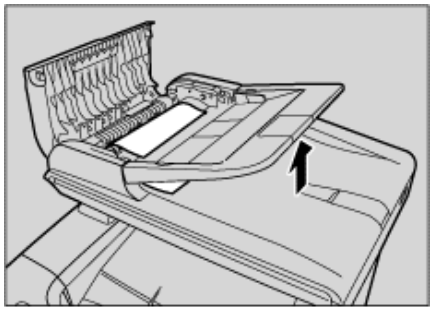
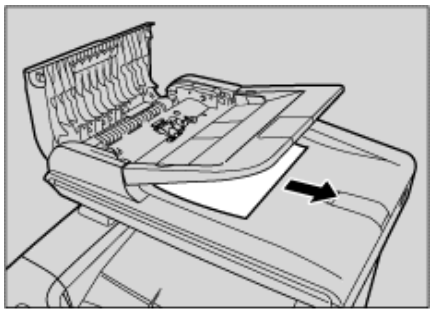


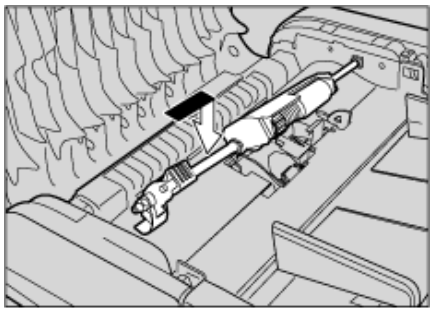
5 **If you cannot pull out the jammed original easily, raise the input tray to see if the original is jammed in the output area.**



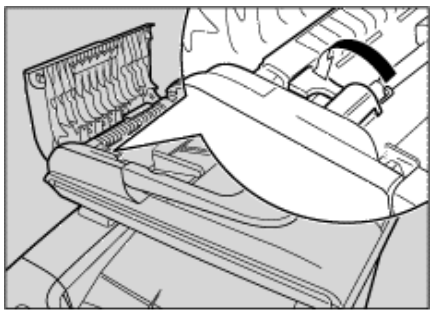
6 **Gently pull the jammed original to remove it.**



7 **Put the paper feed roller back in with the roller part facing downwards.**



8 **Lower the blue lever to lock the paper feed roller.**



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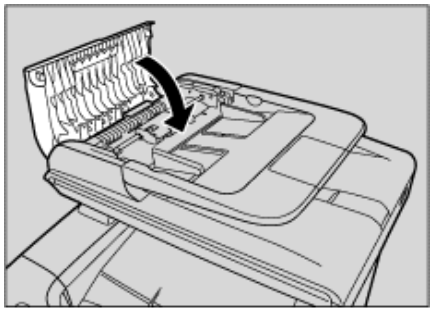
9 Close the ADF cover.



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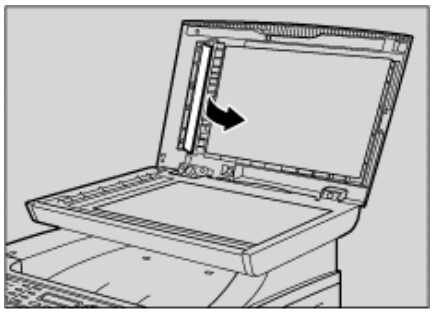
10 Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



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11 Close the ADF.

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Print Quality Problems

This section describes likely causes of and possible solutions for problems with print quality.

Related topics

Checking the Condition of the Machine

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Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See Supported Paper for Each Tray.
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See Specifying Paper Type and Paper Size.
A non-genuine print cartridge is being used.	Refilled or non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See Consumables.
An old print cartridge is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See Cleaning, and clean the machine as required.
Color degradation has occurred.	Color degradation may occur in color printing after the machine is moved or a large number of pages are printed. In this case, adjust color registration by executing [Color Regist.] in [Machine Settings].

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Printer Problems

This section describes printing problems and possible solutions.

Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too.
A print job is canceled.	• Printing on Legal size paper may be canceled, if the printing is performed with a certain print quality setting. If using the PCL printer driver, set [Gradation] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [Standard] or [High Quality]. For details, see the printer driver Help. • If [I/O Timeout] under [Machine Settings] is set to 15 seconds, increase the time period. A print job may be canceled if printing is frequently interrupted by data from other ports, or if printing data is large and takes time for processing. For details, see Machine Settings.
A Locked Print file is canceled.	• The machine already has 5 jobs or 5 MB of Locked Print data. Print or delete an existing Locked Print file. For details, see Printing a Locked Print file or Deleting a Locked Print file. • Even if the machine cannot store any more Locked Print files, the machine holds the new Locked Print file for the period of time specified in [Locked Print] under [Machine Settings] before canceling that file. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine. For details about [Locked Print], see Machine Settings. • The Locked Print file has too many pages or it is too large. Reduce the number of pages to print, or print with a lower setting for [Gradation] in [Print Quality]. For details, see the printer driver Help.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. • If "Processing" is displayed on the screen, the machine is receiving data. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver. For details, see the printer driver Help. • The machine is calibrating color. Wait for a while.

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Prints fall behind the machine when they are output.	Raise the appropriate stop fence (forward fence for A4/Letter, rear fence for Legal size prints). See Exterior: Rear View.
Prints do not stack properly.	• Paper is damp. Use paper that has been stored properly. See Paper and Other Media. • Select [Mode2] or [Mode3] in [High Humidity Mode] under [Machine Settings]. Note that if you select [Mode2] or [Mode3], the first print takes longer than subsequent prints to complete. • Raise the appropriate stop fence (forward fence for A4/Letter, rear fence for Legal size prints). See Exterior: Rear View.
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See Paper and Other Media. • Select [Mode1], [Mode2] or [Mode3] in [High Humidity Mode] under [Machine Settings]. Note that if you select [Mode2] or [Mode3], the first print takes longer than subsequent prints to complete. • If you enable [Toner Saver Mode] under [Machine Settings], printing is generally less dense. • Toner is almost depleted. If "Near End X Toner" ("X" indicates the toner color) appears on the screen, replace the indicated print cartridge. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
The toner is powdery and comes away from the paper, or the printed image has a matt appearance.	Check if the fusing unit lever is lowered or the grey knobs are positioned as in the image below. See Using the Machine Again After It Has Been Inactive for a Long Period.

Related topics

Changing the Printer Driver Settings

Printed Colors Do Not Match Displayed Colors

Print Positions Do Not Match Display Positions

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Changing the Printer Driver Settings

You may eliminate certain problems by changing the printer driver settings as described below.

Possible Cause	Solution
Cannot print properly when using a certain application, or cannot print image data properly.	• Increase the print quality settings. • Adjust the color density. • Set the document to print in gray-scale.
Some characters are printed faintly or not printed.	• Increase the print quality settings. • Set the document to print in gray-scale.

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Printed Colors Do Not Match Displayed Colors

If the colors of images displayed on the computer screen do not match print results, the cause may be one of the following.

Possible Cause	Solution
Color printing was not specified for the data.	Check that both the application and the driver are configured for color printing. For details, see the printer driver Help.
Print quality settings have not been configured.	Configure the print quality settings. For details, see the printer driver Help.
Bidirectional communication is not enabled with the machine.	If bidirectional communication is not enabled, the tone of printed images might differ from that of displayed images. Establish bidirectional communication. See If Bidirectional Communication is Disabled.

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Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings have not been configured.	Check that the page layout settings are properly configured in the application.
The paper size setting does not match the paper loaded.	Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
The printable area has been changed.	Set the printable area to maximum. For details, see the printer driver Help.

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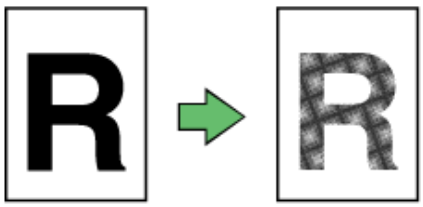
Copier Problems

This section describes photocopy problems and possible solutions.

Problem	Solution
Photocopied pages are not in correct order.	On the control panel, change the [Sort] setting under copy settings to collate pages as you require. For details about [Sort], see Copy Settings.
Photocopied paper is blank.	The original is not set correctly. When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. See Placing Originals.
The wrong original was copied.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages are too dark or too light.	Adjust the image density. See Adjusting Image Density.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original. See Selecting the Document Type According to Original.
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. • Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern. See Selecting the Document Type According to Original.

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Photocopied paper is dirty.	• Image density is too high. Adjust the image density. See Adjusting Image Density. • Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • The exposure glass or ADF is dirty. See Cleaning. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.

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Scanner Problems

This section describes scanner problems and possible solutions.

Problem	Solution
The machine does not start scanning.	The ADF or ADF cover is open. If the ADF or ADF cover is open, you cannot scan using the ADF. Close the ADF or ADF cover.
The scanned image is dirty.	• The exposure glass or ADF is dirty. See Cleaning. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See Placing Originals.
The scanned image is blank.	The original was placed with the front and back reversed. When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. See Placing Originals.
The scanned image is too dark or too light.	Adjust the image density. See Adjusting image density.

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Fax Problems

This section describes fax problems and possible solutions.

When an error code appears on the Activity Report / TX Report

The table below describes the meaning of error codes that appear under "Results" on the Activity Report or TX Report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on a specific situation.

Error Code	Solution
1XXX11	An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode. • Remove jammed originals, and then place them again. See Removing Scanning Jams. • Check the originals are suitable for scanning. See Placing Originals.
1XXX21	The line could not be connected correctly. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.
1XXX22 to 1XXX23	Dial fails when trying to send faxes. • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code. • Confirm that [PBX Selection] under [Admin Settings] is set properly for your connection method to the telephone network. See Administrator Settings.
1XXX32 to 1XXX84	An error occurred while sending a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.

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2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large. • The paper tray was empty. Load paper in the paper tray. See Loading Paper. • The tray set for [Tray Use: Fax] under [Fax Settings] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure [Paper Size] under [Machine Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See Removing Printing Jams. • A print cartridge was empty. Replace the print cartridge. See Replacing Print Cartridges. • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
2XXX32 to 2XXX84	An error occurred while receiving a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your service representative.

When other problems occur

The table below describes how to troubleshoot problems that do not produce an error code.

Problem	Solution
Cannot send faxes.	See the solutions provided for errors 1XXX32 to 1XXX84 in the above table.
Cannot receive faxes.	See the solutions provided for errors 2XXX32 to 2XXX84 in the above table.
Cannot receive faxes even when sending them is possible.	• A print cartridge is empty. Replace the print cartridge. See Replacing Print Cartridges. • The paper tray is empty. Load paper in the paper tray. See Loading Paper. • If fax reception mode is Manual mode, you must receive the fax manually. See Receiving a Fax.
Cannot print received faxes.	• The paper tray is empty. Load paper in the paper tray. See Loading Paper. • The paper tray does not contain paper of the right size. Load paper of the right size in the paper tray.
Faxes you sent appear spotty or dirty when received.	• The exposure glass or ADF is dirty. See Cleaning. • Before placing originals on the exposure glass, make sure that ink or correction fluid is dry.
A fax you sent appears blank when received.	The original was placed upside down. Place the original in the correct orientation. See Placing Originals.

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The background of received images is dirty, or images from the rear side of the originals are visible.	Image density is too high. Adjust the image density. See Adjusting Image Density.
Dial fails when trying to send faxes.	See the solutions provided for errors 1XXX22 to 1XXX23 in the above table.

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Error and Status Messages on the Screen

This section describes the meaning of messages that appear on the screen and what to do when a particular message appears.

Messages are listed in alphabetical order in the table below.

"X" indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes or types, tray names, or toner colors.

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.	• The paper tray was empty. Load paper in the paper tray. See Loading Paper. • The tray set for [Tray Use: Fax] under [Fax Settings] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure [Paper Size] under [Machine Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See Removing Printing Jams. • A print cartridge was empty. Replace the print cartridge. See Replacing Print Cartridges. • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
ADF JAM Open ADF Cover and Clear Jam	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See Removing Scanning Jams. • Check the originals are suitable for scanning. See Placing Originals.
BP Tray Print Job SizeMismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
BP Tray Print Job TypeMismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
Cancel Print JOB I/O TimeOut	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing.	If [I/O Timeout] is set to 15 seconds, increase the time period. For details, see Machine Settings.

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Bypass Tray Paper Empty	The bypass tray has run out of paper.	Load paper to the bypass tray. See Loading Paper in the Bypass Tray.
Cannot Copy 2in1/4in1-Copy Only Support A4/LT/LG	2-in-1 or 4-in-1 copy could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal size.	• Set the machine to print copies using the A4, Letter, or Legal size paper in the [Paper Select] setting. See Copy Settings. • Specify the A4, Letter, or Legal size paper for the tray selected for printing copies in the [Paper Size] setting. See Machine Settings.
Cannot Copy Insert Paper to ADF	2-in-1, 4-in-1, 2-sided, or sort copy could not be performed because the originals were not placed in the ADF.	• Use the ADF, even when copying a single sheet. • If you need to use the exposure glass, turn off [2in1], [4in1], [Duplex Copy], or [Sort] under copy settings, and then try again. See Copy Settings.
Connection Fail	The line could not be connected correctly.	• Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
C toner Independent-supply	A non-supported print cartridge is installed.	Contact your service representative.
Cover Open	A cover is open.	Close the cover completely.
Dial Fail	The fax could not be sent.	• Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code.
Density Sensor Require Cleaning	The machine failed to adjust color registration.	Clean the toner density sensor. See Cleaning the Toner Density Sensor.

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Dup. Copy Only Supports A4/B5/LG/LT/Executive	2-sided copy could not be performed because the tray does not contain the valid size paper, which are A4, B5, Letter, Legal, or Executive.	• Specify the tray containing the A4, B5, Letter, Legal, or Executive size paper (other than the bypass tray) in the [Paper Select] setting. See Copy Settings. • Specify the A4, B5, Letter, Legal, or Executive size for the tray selected for printing copies in the [Paper Size] setting. See Machine Settings.
Dup. Copy Only Supports Tray 1/Tray 2	2-sided copy could not be performed because paper is set to be fed from the bypass tray.	Specify a setting other than [Bypass Tray] for the [Paper Select] setting. See Copy Settings .
Duplex Jam Duplex Misfeed Jam	Paper has been jammed in the duplex unit.	Remove the jammed paper. See Removing Printing Jams.
Email Size Limit Exceeded Press Clear Key	The scan file exceeds the size limit for files that can be sent through e-mail.	• Configure [Resolution] under scanner settings to reduce the scanning resolution. See Scanner Settings. • Configure [Limitation Of Size Of Mail] under scanner settings to increase the allowed size. See Scanner Settings.
Fax Job Memory Full	The machine's memory reached capacity while storing a fax in memory before transmission.	Resend the fax in parts as several smaller individual faxes, or send at a lower resolution.
Force Printing Continue? Y/N	The machine has run out of toner.	• Press the [B&W Start] key or [Color Start] key to begin printing. • Press the [Clear/Stop] key to cancel the job and replace the indicated print cartridge. See Replacing Print Cartridges.
Fax job Set Correct Paper	The tray set for [Tray Use: Fax] under [Fax Settings] does not contain A4, Letter, or Legal size paper.	While the message is displayed, press the [OK] key. A menu for changing the paper size appears on the screen. Load A4/Letter/ Legal size paper in the tray, and then press a number key that corresponds to the paper you have loaded. Note that the [Paper Size] setting for the tray under [Machine Settings] will be changed.
Fax Jobs Full	Faxes are stored in memory when using the Memory Transmission, Auto Redial or broadcast features, or when received faxes cannot be printed. The maximum number of jobs has been reached, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.

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ID Card Copy Only Support A4/LT	ID card copy could not be performed because the tray does not contain the valid size paper, which are A4 or Letter size.	• Set the machine to print copies using the A4 or Letter size paper in the [Paper Select] setting. See Copy Settings . • Specify the A4 or Letter size paper for the tray selected for printing copies in the [Paper Size] setting. See Machine Settings.
Inner Jam	Paper has been jammed in the machine.	Remove the jammed paper. See Removing Printing Jams.
K toner Independent-supply	A non-supported print cartridge is installed.	Contact your service representative.
Life End Waste Toner Bottle	The waste toner bottle is full.	Replace the waste toner bottle with a new one. See Replacing the Waste Toner Bottle.
Life End X Toner Cartridge	The machine has run out of the indicated toner.	Replace the indicated print cartridge. See Replacing Print Cartridges.
Lower Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See Removing Printing Jams.
Media Type is illegal	2-sided copy could not be performed because the tray does not contain the valid type paper, which are thin, plain, recycled, color, preprinted or prepunched.	• Specify the tray containing the valid type paper (other than the bypass tray) in the [Paper Select] setting. See Copy Settings . • Specify the valid paper type for the tray selected for printing copies in the [Paper Size] setting. See Machine Settings.
Memory Full 1.TX 2.Cancel	Memory has reached capacity while scanning originals when trying to send a fax in Memory Transmission mode.	Press [1] to send only the pages that have been scanned in memory, or press [2] to cancel.
Memory Overflow	• The data is too large or complex to print. • If you try to print a Locked Print file stored in the machine with the printer driver's [Gradation] set to [Fine] in the [Print Quality] tab, printing may be canceled depending on the machine's current memory usage.	• Select [600X600 1Bit] in [Resolution] under [PDL Settings] to reduce the size of data. See PDL Settings. • Print or delete other Locked Print files in the machine, and then print the Lock Print file that the machine failed to print. • Resend the Locked Print file to the machine With [Gradation] set to [Speed] or [Standard], and then print the Locked Print file.
Misinstall Toner X	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See Replacing Print Cartridges.
Misinstall Waste Toner Bottle	The waste toner bottle has been installed incorrectly.	Reinstall the waste toner bottle. See Replacing the Waste Toner Bottle.

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M toner Independent-supply	A non-supported print cartridge is installed.	Contact your service representative.
Near End X Toner	The print cartridge is almost empty.	Prepare a new print cartridge.
Near End Waste Toner Bottle	The waste toner bottle is almost full.	Prepare a new waste toner bottle.
Near Memory Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Net Communication Error Press Clear Key	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
Network Is Not Ready Press Clear Key	A scanned file could not be sent because the machine has not received IP address information from the DHCP server completely.	Wait until the machine receives the IP address information completely, and then try the operation again.
No Profile Exist	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See Registering Scan Destinations.
Outer Jam	Paper has been jammed in the machine.	Remove the jammed paper. See Removing Printing Jams.
Please Reboot System	An error occurred and the machine cannot continue to operate.	Turn off the power, and then turn it back on.
Print JOB Memory OverFlow	When performing printing on Legal size paper under certain print quality setting, print data becomes large and the job may be canceled.	If using the PCL printer driver, set [Gradation] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [Standard] or [High Quality].
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	If possible, contact the sender of the fax and ask them to resend it.
Scan Network Disconnect Press Clear Key	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan USB Disconnect	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Server Connection Failed Press Clear Key	A scanned file could not be sent because the destination could not be reached.	Confirm that the destination is registered correctly, and then try the operation again.
Server Response Error Press Clear Key	An error occurred in communication with the server before beginning transmission.	Confirm that the destination is registered correctly, and then try the operation again. If the problem could not be solved, contact the network administrator.
Service call - X	A fatal hardware error has occurred, and the machine cannot function.	Contact your service representative.

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Size Exceeded Insert Document into the ADF. Press Clear Key	Scanning could not be performed because the originals were not placed in the ADF, even though the machine is set to scan originals larger than A4/Letter size.	• Use the ADF, even when scanning A4/Letter or smaller size originals. • If you need to use the exposure glass, set A4/Letter or smaller size in [Document Size] under scanner settings, and then try again. See Scanner Settings.
TrayX Paper Empty	The tray has run out of paper.	Load paper in the tray. See Loading Paper.
TrayX Print Job SizeMismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
TrayX Print Job TypeMismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.
Upper Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See Removing Printing Jams.
Y toner Independent-supply	A non-supported print cartridge is installed.	Contact your service representative.

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Replacing Print Cartridges

⚠WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire.
- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

Important

- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of the print cartridge might be necessary. Therefore, we recommend you always keep a new print cartridge ready.
- We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

Messages on the screen

- Replace the indicated print cartridge when any of the following messages appear on the screen:

  "Life End K Toner Cartridge"

  "Life End M Toner Cartridge"

  "Life End C Toner Cartridge"

  "Life End Y Toner Cartridge"
- Prepare the indicated print cartridge when any of the following messages appear on the screen:

  "Near End K Toner"

  "Near End M Toner"

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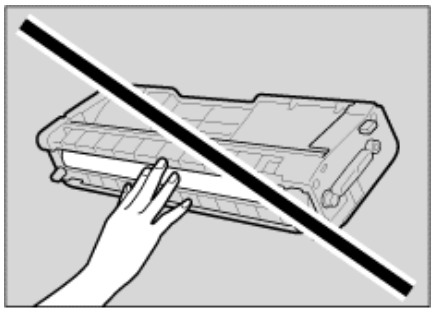
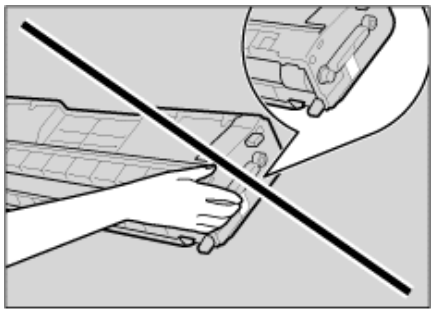
"Near End C Toner"
"Near End Y Toner"

Important

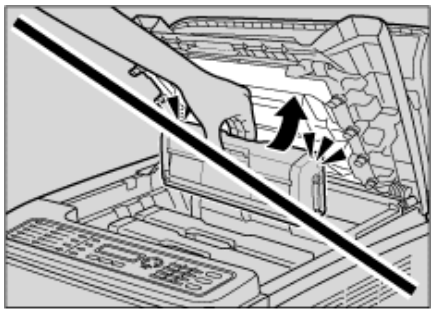
- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Do not expose the print cartridge without its cover to direct sunlight for a long time.
- Do not touch the print cartridge's photo conductor unit.



- Do not touch the ID chip on the side of the print cartridge (the white area in the illustration below).



- When removing print cartridges, be careful not to touch the Laser Scanning Unit on the underside of the upper cover (the white area in the illustration below).



- If cyan, magenta, or yellow toner runs out, you can print in black and white using just the black toner. Change the color mode setting to Black and White using the machine's driver.
- If black toner runs out, you cannot print in black and white or color until the black print cartridge is replaced.

1 Pull up the lever on the top cover, and then carefully raise the top cover.

Make sure that the ADF is closed.

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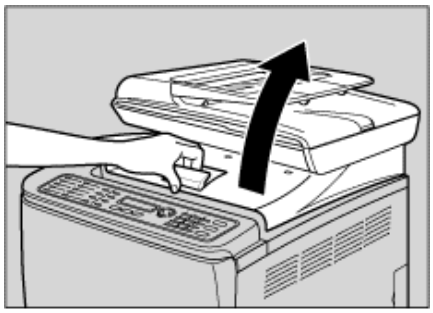

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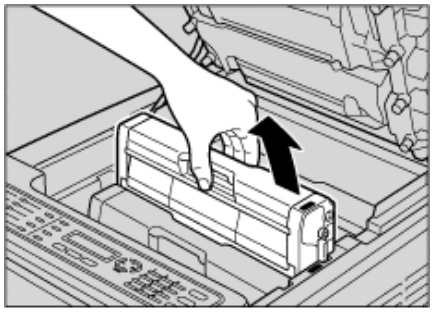
2 Tilt the print cartridge forward and pull it out.

From the rear, the print cartridges are installed in the order of cyan (C), magenta (M), yellow (Y), and black (K).



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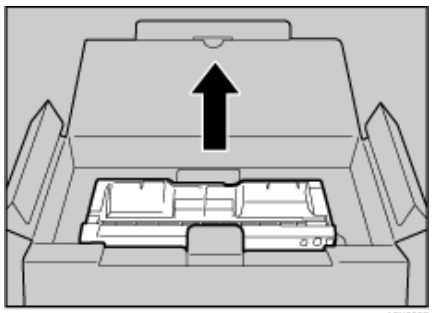
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.
- The toner color is indicated by the label on each print cartridge.

3 Take the new print cartridge out of the box, and then take it out of the plastic bag.



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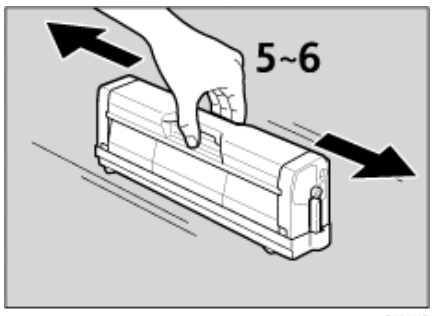
4 Hold the print cartridge and shake it from side to side five or six times.



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Even distribution of toner within the bottle improves print quality.

5 Remove the cover from the print cartridge.

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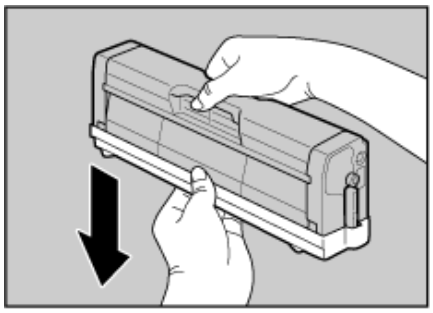
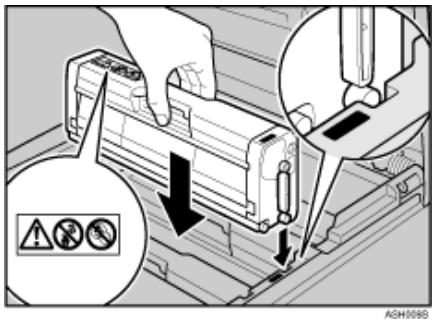
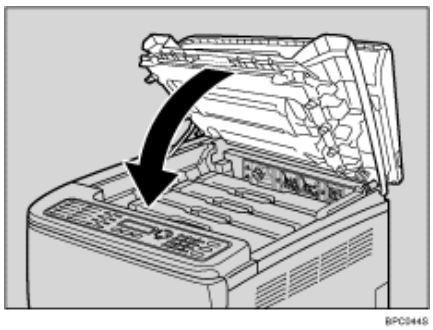


6 Check that the toner color and location correspond, and carefully insert the print cartridge vertically.

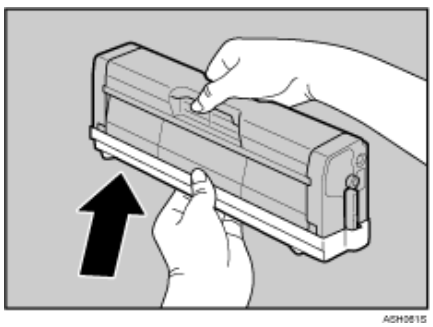


7 Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.

After closing the top cover, wait until the initial screen is displayed.



8 Put the cover that you removed in step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.



Note

- Make sure to cover the old print cartridge with the protective cover for recycling and environmental purposes.
- Return the exhausted print cartridge to your dealer or service representative. The collected print cartridge will be recycled or disposed in accordance with the relevant regulations.

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Replacing the Waste Toner Bottle

⚠WARNING

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Wait at least 30 minutes after disconnecting the power plug before removing the transfer unit.
- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).
- Keep toner (used or unused) and toner containers out of reach of children.

Messages on the screen

- Replace the waste toner bottle when the following message appears on the screen:
  "Life End Waste Toner Bottle"
- Prepare a waste toner bottle when the following message appears on the screen:
  "Near End Waste Toner Bottle"

Important

- Waste toner bottles cannot be reused.
- For easy replacement, we recommend you purchase and store extra waste toner bottles.
- When removing the waste toner bottle, make sure not to tilt it.
- Make sure the transfer unit is installed. If the transfer unit is not installed, install it before turning on the power.
- Return the exhausted waste toner bottle to your dealer or service representative. The collected waste toner bottle will be recycled or disposed in accordance with the relevant regulations.
- Before removing the waste toner bottle from the machine, spread paper or similar material around the area to keep toner from dirtying your workspace.

1 Pull the opening lever on the front cover, and then carefully lower the front cover.

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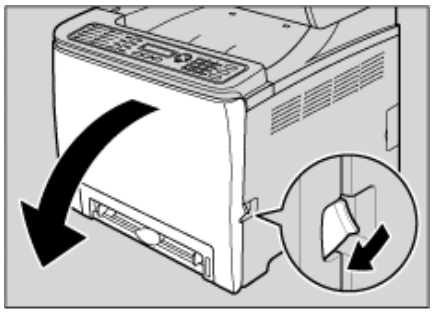
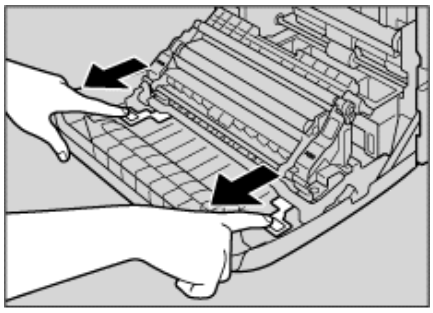
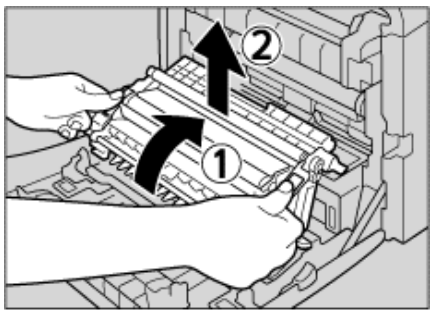


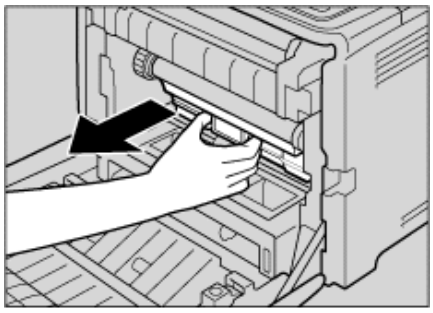
2 Slide both green levers on the front cover.



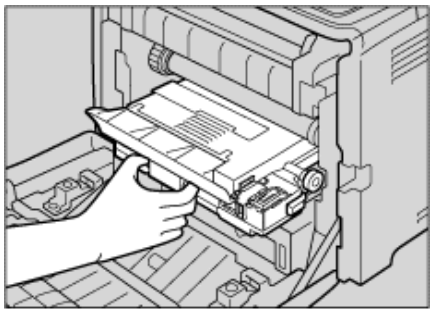
3 Holding the green tabs on both ends of the transfer unit, tilt it backwards then lift it up.



4 Hold the center of the waste toner bottle, and then carefully pull it partially out without tilting it.



5 Pull the waste toner bottle halfway out, grab the bottle firmly, and then pull it straight out.



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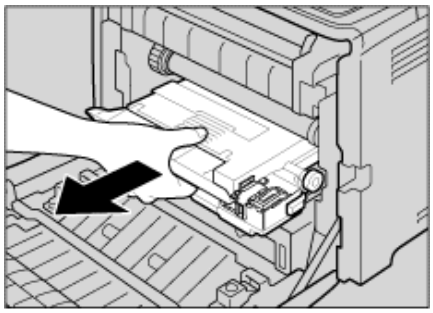
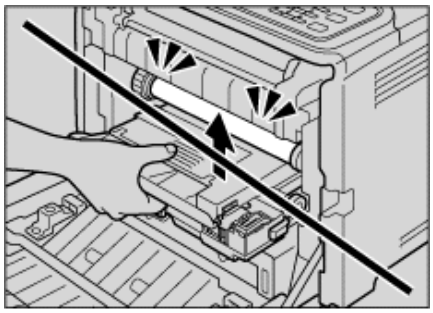
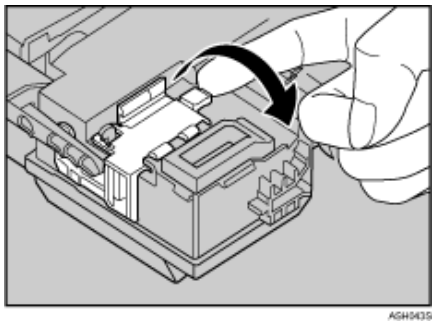
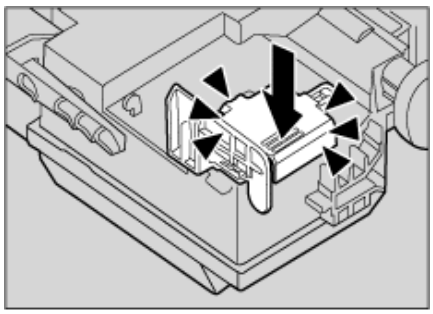


To prevent the waste toner bottle touching the intermediate transfer unit (the white area in the illustration below), do not lift the bottle while pulling it out.



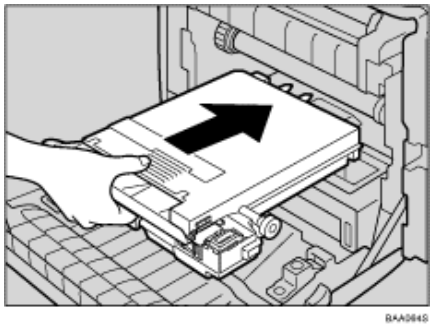
6 Close the bottle cap.





7 Hold the center of the new waste toner bottle, and then carefully insert it halfway into the machine body.

Leave the bottle cap open.



To prevent the waste toner bottle touching the intermediate transfer unit (the white area in the illustration below), do not lift the bottle while inserting it.

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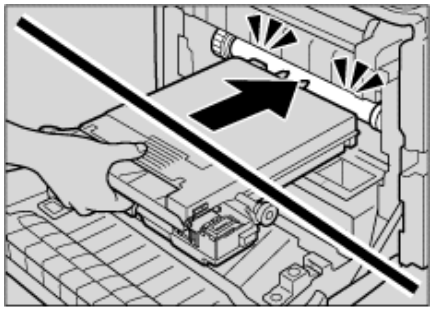
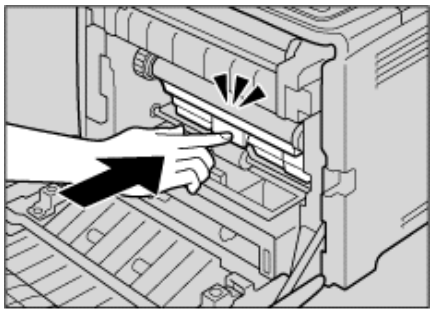
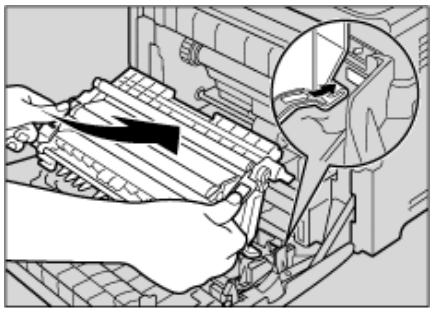


8 **Push in the waste toner bottle until it clicks into place.**

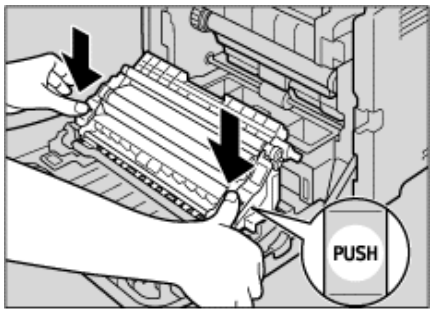
Push the green part all the way in.



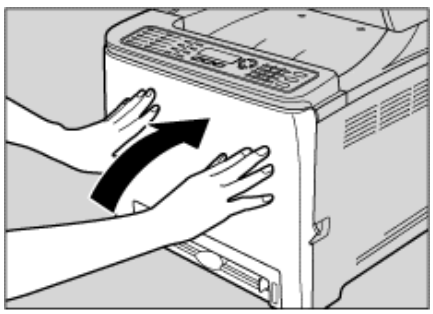
9 **Place the transfer unit down on the front cover.**



10 **Slide the transfer unit along the guide rails into the machine. When it stops, push on the green PUSH mark until it clicks into place.**



11 **Using both hands, carefully push up the front cover until it closes.**



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Note

- When closing the front cover, push the upper area of the cover firmly.
- Return the exhausted waste toner bottle to your dealer or service representative. The collected waste toner bottle will be recycled or disposed in accordance with the relevant regulations.

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Cleaning

Related topics

Cautions to Take When Cleaning

Cleaning the Toner Density Sensor

Cleaning the Friction Pad and Paper Feed Roller

Cleaning the Registration Roller

Cleaning the Exposure Glass

Cleaning the Auto Document Feeder

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Cautions to Take When Cleaning

⚠WARNING

- Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not enough, wipe with a soft, damp cloth that is wrung out well. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a well-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

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Cleaning the Toner Density Sensor

Clean the machine when the error message instructing you to do so appears.

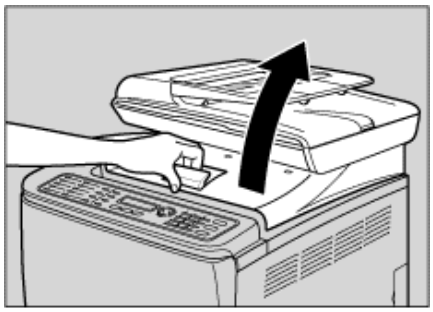
This procedure explains how to clean the toner density sensor of the yellow print cartridge as an example of how to clean a sensor.

⚠CAUTION

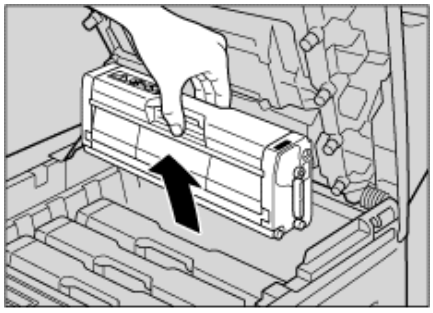
- The inside of this machine becomes very hot. Do not touch the parts labelled "⚠" (indicating a hot surface).

1 Pull up the lever on the top cover, and then carefully raise the top cover.

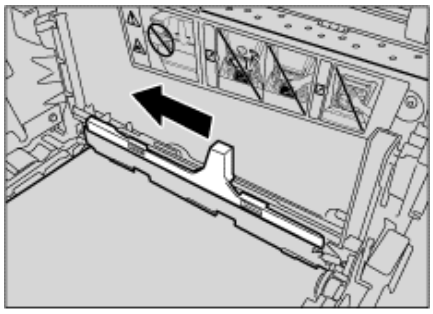
Make sure that the ADF is closed.



2 Lift out the rearmost print cartridge.



3 Slide the toner density sensor lever once to the left.



Slide the lever only once.

4 Carefully insert the print cartridge removed in step 2 vertically.

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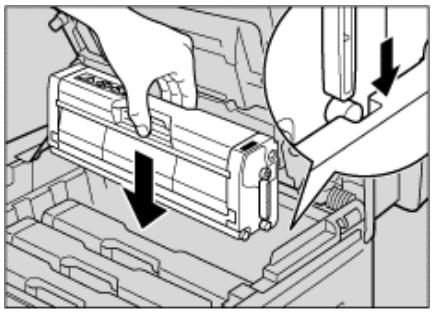
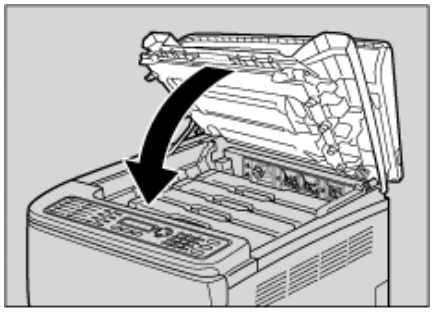


5 Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.

After closing the top cover, wait until the initial screen is displayed.



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Cleaning the Friction Pad and Paper Feed Roller

If the friction pad or paper feed roller is dirty, a multi-feed or jam might occur. In this case, clean the friction pad and paper feed roller as follows:

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

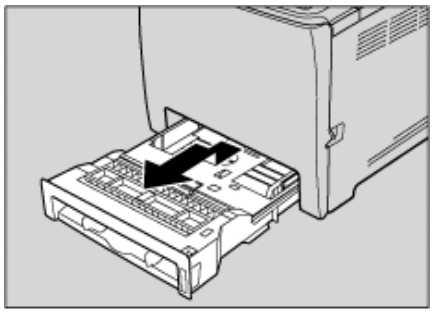
Important

- Do not use chemical cleaning fluids or organic solvents such as thinner or benzine.

1 Turn off the power.

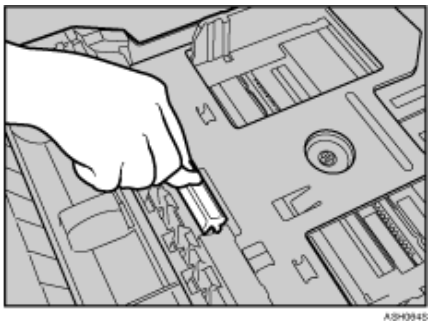
2 Unplug the power cord from the wall outlet. Remove all the cables from the machine.

3 Lift tray 1 and pull it slightly toward you. Then, using both hands, pull the tray fully out.



Place the tray on a flat surface. If there is paper in the tray, remove it.

4 Wipe the friction pad with a damp cloth.



5 Wipe the rubber part of the roller with a soft damp cloth. After that, wipe it with a dry cloth to remove the moisture.

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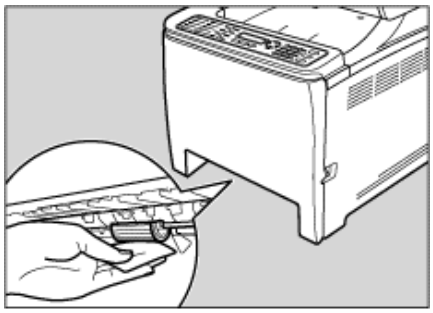
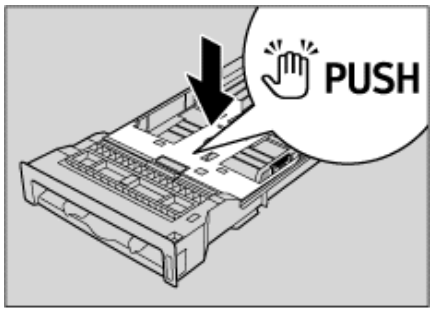
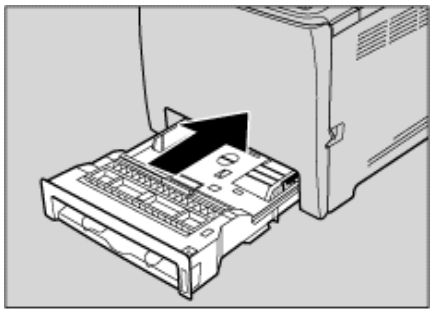


6 **Push the metal plate down until it clicks into place to lock it.**



7 **Reload the removed paper into the tray, and then push the tray carefully into the machine until it clicks into place.**



8 **Insert the plug of the power cord into the wall socket securely. Connect all the interface cables that were removed.**

9 **Turn on the power.**

Note

- If jams or multi-sheet feeds occur after cleaning the friction pad, contact your service representative.
- If the optional tray 2 is installed, clean its friction pad and paper feed roller in the same way as you did for tray 1.

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Cleaning the Registration Roller

The registration roller can become dirty with paper dust if you print to non-standard paper.

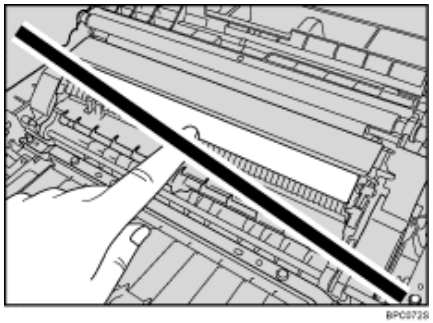
Clean the registration roller if white dots appear on prints.

⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).

Important

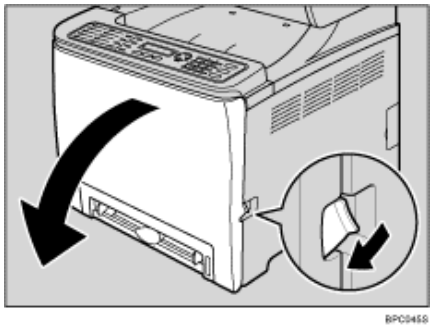
- Do not use chemical cleaning fluids or organic solvents such as thinner or benzine.
- Do not touch the transcription roller (the white area in the illustration below).



1 Turn off the power.

2 Unplug the power cord from the wall outlet. Remove all the cables from the machine.

3 Pull the opening lever on the front cover, and then carefully lower the front cover.



Be sure to set the registration roller in the position shown by the arrow in the illustration below.

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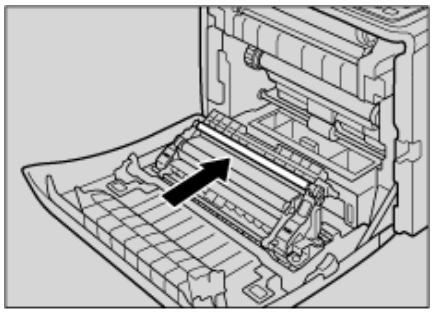
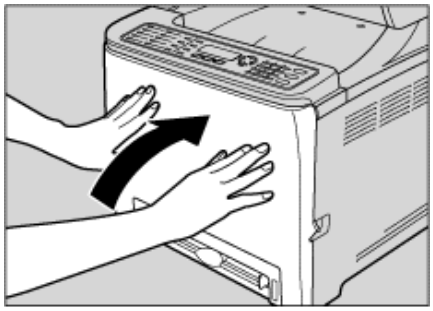


Clean the registration roller if prints are smeared after a paper jam is cleared.

4 Clean the registration roller by applying a soft damp cloth while turning it.

5 Using both hands, carefully push up the front cover until it closes.



6 Plug in the power cord securely. Connect all the interface cables that were removed.

7 Turn on the power.

Note

- When closing the front cover, push the upper area of the cover firmly.

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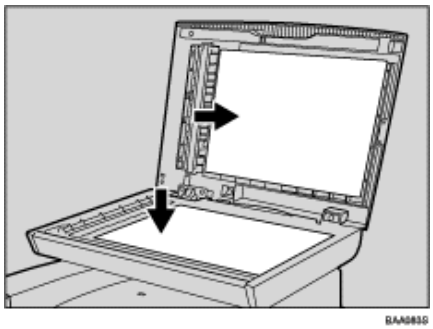
Cleaning the Exposure Glass

The following procedure describes how to clean the exposure glass.

1 Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



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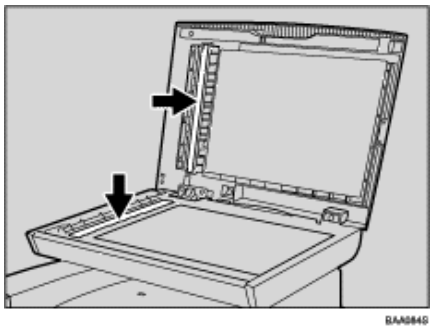
Cleaning the Auto Document Feeder

The following procedure describes how to clean the ADF.

1 Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



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Moving the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

CAUTION

- The machine weighs approximately 30.0 kg (66.2 lb.). When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- When moving the machine after use, do not take out any of the toners, nor the waste toner bottle to prevent toner spill inside the machine.

Repack the machine in its original packing materials when moving it a long distance.

Important

- Be sure to disconnect all cables from the machine before transporting it.
- The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.
- Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.
- If tray 2 is installed, remove it from the machine, and move them separately.
- Do not hold onto the tray area when lifting the machine.

Related topics

Moving over a Short Distance

Moving over a Long Distance

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Moving over a Short Distance

Important

- Do not remove the print cartridges when moving the machine.

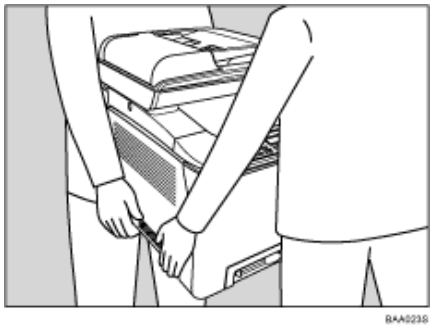
1 Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.

2 If tray 2 is installed, remove it.

3 Return the scanning unit inside the machine to its original position using [Scanner Carriage] under [Machine Settings].

4 Lift the machine with another person using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.



5 If you have removed tray 2, reinstall it.

Note

- Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.

Reference

- For details about [Scanner Carriage], see Machine Settings.

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Moving over a Long Distance

If you intend to move the machine over a long distance, you must pack it well. Empty all the paper trays, but do not remove any print cartridges. Take care not to tip or tilt the machine during transit.

Important

- Do not remove the print cartridges when moving the machine.

1 Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.
- All paper trays are empty.

2 If tray 2 is installed, remove it.

3 Return the scanning unit inside the machine to its original position using [Scanner Carriage] under [Machine Settings].

Note

- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your service representative.

Reference

- For details about [Scanner Carriage], see Machine Settings.

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Disposal

Ask your service representative for information about correct disposal of this machine.

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If the Machine is Not Going to Be Used for a Long Time

If the machine is going to be inactive for a long time, follow the procedure shown here.

⚠WARNING

- Plug and unplug the power cable with dry hands, or an electric shock could occur.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

Related topics

Preparing the Machine for a Long Period of Inactivity

Using the Machine Again After It Has Been Inactive for a Long Period

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Preparing the Machine for a Long Period of Inactivity

Use this procedure to prepare the machine for a long period of inactivity with its power switch turned off.

Note that not using the following procedure could result in unusual noises when use of this machine is resumed.

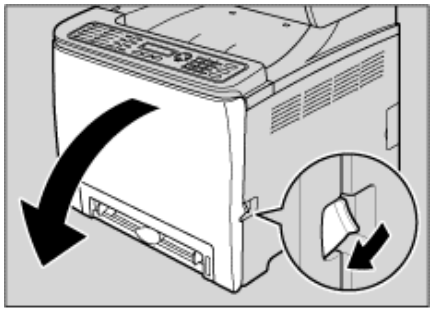
Important

- Do not switch off the machine during printing.

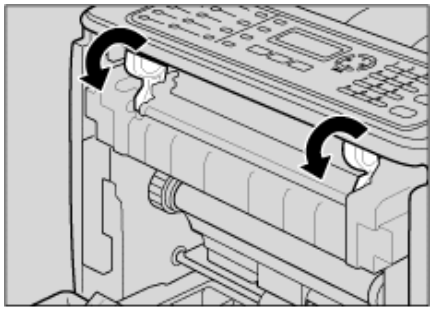
1 **Turn off the power switch.**

2 **Pull out the plug from the socket.**

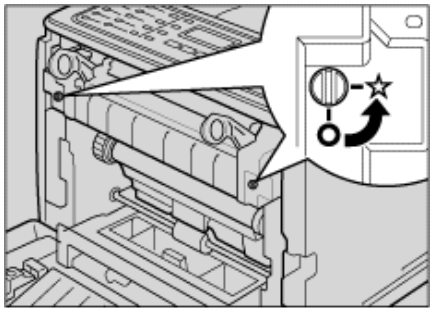
3 **Pull Front Cover Open Lever, and then open the front cover with both hands carefully.**



4 **Lower the blue fusing unit lever.**



5 **Using a coin, turn both gray knobs on the fusing unit 90 degrees counterclockwise (until the slots are horizontally aligned with the ☆ marking shown in the illustration below).**



6 **Close the front cover with both hands carefully.**

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Note

- This step is not necessary if the machine's power switch is on but the machine has been inactive for a long time.

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Using the Machine Again After It Has Been Inactive for a Long Period

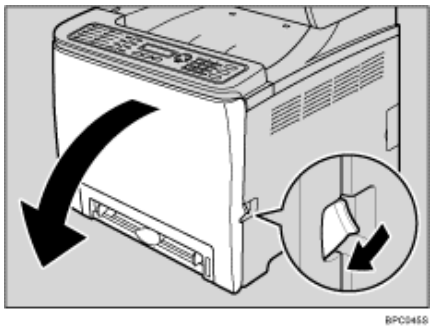
Use the following procedure to start using the machine again after it has been inactive for a long period.

Important

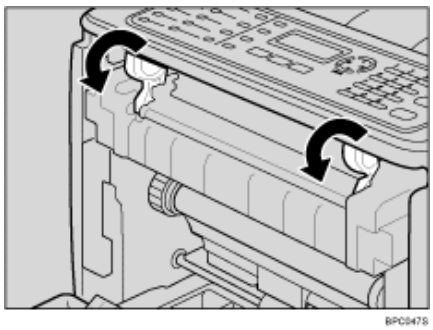
- To avoid damage to the fusing unit's knobs, be sure to turn both knobs back to their original positions, as shown in the following procedure.

1 Plug in the power cable.

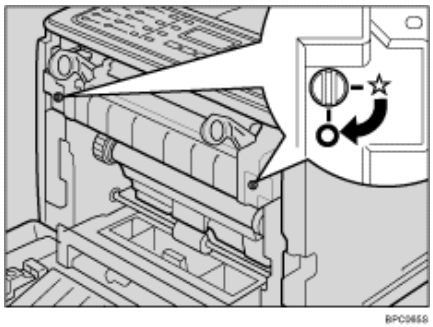
2 Pull Front Cover Open Lever, and then open the front cover with both hands carefully.



3 Lower the blue fusing unit lever.



4 Using a coin, turn both gray knobs on the fusing unit 90 degrees clockwise (until the slots are vertically aligned with the ○ marking shown in the illustration below).



5 Close the front cover with both hands carefully.

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6 **Turn the power switch to "| On".**

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Consumables

CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Related topics

Print Cartridges

Waste Toner Bottle

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Print Cartridges

Print cartridge	Average printable number of pages per cartridge *1
Black	6,500 pages
Cyan	6,000 pages
Magenta	6,000 pages
Yellow	6,000 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19798 and the image density set as the factory default. ISO/IEC 19798 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

Note

- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- When you first use this machine, use the four print cartridges packaged with the machine.
- The supplied print cartridges are good for approximately 1,000 pages.
- This machine routinely performs cleaning and uses toner during this operation to maintain quality.

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Waste Toner Bottle

Name	Average printable number of pages *1
Waste Toner Bottle	25,000 pages

*1 A4/Letter 5% test chart, 3 pages per job, printing in 50% black and white/color.

Note

- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- If the waste toner bottle is not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra waste toner bottles.

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Specifications of the Machine

This section lists the machine's specifications.

Related topics

General Function Specifications

Printer Function Specifications

Copier Function Specifications

Scanner Function Specifications

Fax Function Specifications

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General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning

- Exposure glass
  A4, Letter ($8^1/_2$ " × 11 ")
- ADF
  Legal ($8^1/_2$ " × 14 ")

Maximum paper size for printing

Legal ($8^1/_2$ " × 14 ")

Warm-up time

Less than 48 seconds (23 °C, 71.6 °F)

Paper sizes

- Standard paper sizes
  A4, B5 JIS, A5, A6, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Half Letter-S ($5\ ^1/_2$" × $8^1/_2$"), Executive ($7^1/_4$ " × $10^1/_2$ "), 8 " × 13 ", B6-S, $8^1/_2$ " × 13 ", Folio ($8^1/_4$ " × 13 "), 16K (195 × 267 mm), Com 10 ($4^1/_8$"×$9^1/_2$"), Monarch ($3^7/_8$"×$7^1/_2$"), C5 Env (162 × 229 mm), C6 Env (114 × 162 mm), DL Env (110 × 220 mm)
- Custom size
  90 to 216 mm (3.54 to 8.5 inches) in width, 148 to 356 mm (5.83 to 14.0 inches) in length
- Duplex supported paper sizes
  A4, B5 JIS, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 "), Executive ($7^1/_4$ " × $10^1/_2$ ")

Paper output capacity

Standard 150 sheets (80 g/m^2, 20 lb.)

Paper input capacity

- Tray 1
  250 sheets (80 g/m^2, 20 lb.)
- Tray 2 (option)
  500 sheets (80 g/m^2, 20 lb.)
- Bypass tray
  One sheet (80 g/m^2, 20 lb.)

ADF capacity

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35 sheets (80 g/m^2, 20 lb.)

Paper weight

- Tray 1
  60 to 160 g/m^2 (16 to 42 lb.)
- Tray 2 (option)
  60 to 105 g/m^2 (16 to 28 lb.)
- Bypass tray
  60 to 160 g/m^2 (16 to 42 lb.)
- Duplex supported paper weight
  60 to 75 g/m^2 (15 to 19 lb.)

Memory

Standard: 256 MB (128 MB for printer functions only)
Standard + optional 256 MB: 512 MB (384 MB for printer functions only)

Power source

- **120V**
  120 V, 50/60 Hz, 11 A or more (when fully equipped)
- **220-240V**
  220-240 V, 50/60 Hz, 6 A or more (when fully equipped)

Power consumption

- Maximum power consumption
  1300 W
- Energy Saver mode 1
  110 W or less
- Energy Saver mode 2
  25 W or less

Machine dimensions (Width × Depth × Height)

420 × 493 × 476*1 mm (16.6 × 19.5 × 18.8*1 inches)

*1 If tray 2 is installed, the height increases by 125 mm (5.0 inches).

Weight (machine body with consumables)

Approximately 30.0 kg (66.2 lb.)

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Printer Function Specifications

Printing speed (A4/Letter)

Black and white: 20 pages per minute
Color: 20 pages per minute

Resolution

600 dpi (Maximum: 2400 × 600 dpi)

First print speed

14 seconds or less (A4/Letter, 600 × 600 dpi)

Interface

- Ethernet (10BASE-T, 100BASE-TX)
- USB 2.0

Printer language

PCL6, PCL5c, PostScript 3

Fonts

80 fonts

Network protocol

TCP/IP, IPP

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Copier Function Specifications

Maximum resolution (scanning and printing)

- Exposure glass
  Scanning: 600 × 600 dpi
  Printing: 600 × 600 dpi
- ADF
  Scanning: 600 × 300 dpi
  Printing: 600 × 600 dpi

Gradation

Scanning: 256 levels (1 dot)
Printing: Two-value (1 dot)

First copy speed (A4/Letter, at 25 °C, 77 °F)

30 seconds

Multiple copy speed

Black and white: 20 pages per minute
Color: 20 pages per minute

Reproduction ratio

- **120V**
  Fixed ratio: 50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%
  Zoom ratio: 25 to 400% (600 × 300 dpi, 600 × 600 dpi)
- **220-240V**
  Fixed ratio: 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%
  Zoom ratio: 25 to 400% (600 × 300 dpi, 600 × 600 dpi)

Copy quantity

99

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Scanner Function Specifications

Maximum scanning area (horizontal × vertical)

- Exposure glass
  216 × 297 mm (8.5 × 11.7 inches)
- ADF
  216 × 356 mm (8.5 × 14.1 inches)

Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder)

- Exposure glass
  600 × 600 dpi
- ADF
  600 × 600 dpi

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass
  19200 × 19200 dpi
- ADF
  600 × 600 dpi

Maximum resolution when scanning from a computer (WIA)

- Exposure glass
  600 × 600 dpi
- ADF
  600 × 600 dpi

Gradation

Input: 16 bit color processing
Output: 8 bit color processing

Scanning time

Black and white: 5 seconds or less
Color: 10 seconds or less (A4/200 dpi/Compressed)
Not including transfer time.

ADF throughput

Black and white: 120 mm per second
Color: 60 mm per second (200 dpi)

Interface

- Scanning from the control panel
  Ethernet (10BASE-T, 100BASE-TX)
- Scanning from a computer
  Ethernet (10BASE-T, 100BASE-TX), USB 2.0

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Sendable file formats

TIFF, JPEG, PDF

Address book

Maximum 100 items

Number of redials: 1

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Fax Function Specifications

Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

Transmission mode

ITU-T Group 3 (G3)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)
8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Transmission time

3-4 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

Data compression method

MH, MR, MMR

Memory capacity

More than 100 sheets (8 dots per mm × 3.85 line per mm)

Address book

- Speed dial
  50 items
- Quick dial
  20 items
  Number of redials for Fax: 1

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Specifications of Options

This section lists the specifications of the various options.

Related topics

Paper Feed Unit

Memory Unit

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Paper Feed Unit

Paper capacity

500 sheets

Paper size

A4, Letter ($8^1/_2$″ × 11″)

Dimensions (Width × Depth × Height)

400 × 450 × 127 mm (15.8 × 17.8 × 5 inches)

Paper weight

60 to 105 g/m^2(16 to 28 lb.)

Weight

Less than 4 kg (8.9 lb.)

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Memory Unit

Module Type

DDR-DIMM (Double Data Rate Dual Inline Memory Module)

Memory Type

DDR-SDRAM (Double Data Rate Synchronous Dynamic RAM)

Number of Pins

100

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Electromagnetic Interference

If this machine is located close to another electronic device, both devices may malfunction due electromagnetic interference.

Televisions and radios may produce noise if located too close to this machine. If this happens, do the following:

- Move the television or radio as far as possible from the machine.
- Change the position of the antenna of the television or radio.
- Use a different wall outlet on a different circuit.

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